

Serious Incident Procedure

Roselyn House School

2026 – 2027



Approved by:	Jack Birkenhead	Date: 17/07/2026
Last reviewed on:	July 2026	
Next review due by:	July 2027	

Contents

1. Procedure	3
2. Monitoring arrangements.....	3
3. Linked policies.....	3

1. Procedure

Should a serious incident happen during the school day, below is the structure that is to be followed:

A serious incident may include, but is not limited to, any incident involving serious injury, hospital treatment, significant safeguarding concerns, missing pupil incidents, police involvement, significant damage to property, serious behavioural incidents, the use of restrictive physical intervention resulting in injury, or any incident that presents an immediate risk to the safety or welfare of pupils, staff or visitors.

Any serious incident involving injury, allegations, unexplained marks, safeguarding concerns, restrictive physical intervention or concerns regarding a pupil's welfare will be managed in accordance with the school's Safeguarding and Child Protection Policy and Keeping Children Safe in Education (KCSIE) 2026.

- When a Serious Incident occurs that involves Physical Intervention (and all parties have moved through the crisis stage).
- The initial information will be logged on CPOMS and the Headteacher, Designated Safeguarding Lead and relevant school administration team will be alerted to this.
- Where an incident raises safeguarding concerns, a CPOMS record will be reviewed by the Designated Safeguarding Lead and any required safeguarding actions will be recorded and monitored.
- A one-line entry will be entered into the Serious Incident book by the Admin Team.
- The admin team will input this number and information onto the individual student's serious incident sheet. This will be handed directly or emailed to the member of staff whom led the physical intervention.
- **All staff involved** are to complete the reporting process (within 24 hours). This is to include external phone calls.
- Parents/carers will be informed of serious incidents as soon as reasonably practicable. External agencies, including social care, the Local Authority Designated Officer (LADO), police or health professionals, will be notified where appropriate.
- Any injury arising during the use of restrictive physical intervention will be recorded, reviewed and monitored in accordance with the school's Behaviour Policy and Behaviour Support and Physical Intervention Policy.
- Serious incidents may also include self-harm, suicide-related concerns, mental health crises, ligature incidents, overdose, absconding or behaviour presenting an immediate risk to safety. Staff must seek immediate support from senior leaders and follow safeguarding procedures.
- The Reflection, Repair and Rebuild process is to begin as soon after the incident as is feasibly and realistically possible (dependant on the

student and the nature/ level of the incident). The incident **must** be reviewed by the student, members of staff involved and member of the SLT if required. The review should consider pupil voice, staff reflections, safeguarding implications, trigger factors, lessons learned and any actions required to reduce the likelihood of recurrence.

- Any Serious Incident Forms will be uploaded to CPOMS by Admin Team.
- Serious incident records will be retained in accordance with the school's Information and Records Management Policy and data retention schedule.

2. Monitoring Arrangements

This document will be reviewed every year, but may be reviewed and updated more frequently if necessary. It will be reviewed by ***Mr Jack Birkenhead (Headteacher)*** in consultation with the wider school community. Serious incident data will be reviewed regularly by senior leaders to identify patterns, trends, training needs, safeguarding concerns and opportunities to reduce incident frequency. Where relevant, findings will inform staff training, pupil support planning and updates to related policies.

3. Linked Policies

This Policy is linked to the following policies and documents:

- Behaviour Policy
- Restrictive Physical Intervention Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- First Aid Policy
- Complaints Policy
- Staff Code of Conduct Policy