

## **Managing Incidents in Walmer Science College**

Walmer Science College is committed to equality, fairness and mutual respect for all students and staff whatever their background in all aspects of the College's life and community.

Walmer Science College will not tolerate criminal or antisocial behaviour by any member of the College community either in College or where it may bring the College into disrepute. This includes abusive behaviour, bullying or harassment.

To develop a safe welcoming College environment Walmer Science College follows the key principles outlined below:

1. Any incident must be reported immediately to a member of College staff
2. Incidents will be investigated thoroughly and recorded using the College Incident Procedure.
3. Appropriate action will be taken to support those involved
4. The Police will be consulted and their advice sought when necessary
5. Serious incidents will always be reported to the Police and Local Authority
6. Incidents to be investigated out of College hours will be limited to students who are:
  - In uniform and on route to or from College provided they have taken the most direct route and the journey is completed in a reasonable period of time.
  - Taking part in College organised activities.
7. When using the Walmer Science College Incident Procedure guidance will be sought from the "Managing Incidents in Schools" document.
8. Identities of all parties involved in incidents will remain confidential when information about incidents is summarised for discussion with others
9. Incidents will be reviewed by SLT and Governors at regular meetings.

To ensure a standardised approach to Managing Incidents in Walmer Science College the following will be necessary:

- adopt an Incident Procedure
- record all serious incidents
- train staff and students
- review incidents and procedures

### **Procedures used to manage serious incidents**

- all members of community follow the Walmer Science College Incident Procedure
- Only HM can sanction Police involvement
- Incidents known to be serious will be reported directly to SLT and then if necessary reported to HM
- Most incidents will be reported using existing WSC reporting procedures
- Parents/carers will be informed of the procedures by letter.

### **Recording Incidents**

- Kent online reporting procedure to be used when appropriate
- An identified member of staff to record all serious incidents. Confidentiality to be maintained
- Incidents to be kept in student's file
- Summary of incidents shared with others must not disclose identity of individuals involved in incidents.
- Records retained for 25 years from DoB

### **Staff Training**

- Scheduled annual CPD to be given to all staff on what constitutes a Serious Incident and the use of the WSC Incident Procedure.
- New staff inducted as they arrive.
- Regular review of WSC BfL system and how Serious Incidents are reported.
- Shown where they can gain access to guidance

### **Review of WSC Incidents and Procedures**

- Regularly on the agenda of SLT and Governors meetings to assess incidents and review procedures effectiveness

## **Incident management and reporting procedure**

Walmer Science College has a commitment to make enquiries into any incidents reported to it. As such, all parties will be listened to and supported by impartial investigation procedures that allow both the victim and the alleged perpetrator to be given a fair hearing.

Incidents will be investigated and recorded when there has been a perception or allegation that there was an incident even if it is found that they were unsubstantiated.

### **1. Roles and Responsibilities**

- The governing body is responsible for monitoring the policy.
- The Headteacher is responsible for implementing the policy and procedures.
- All members of the College community are responsible for following the procedures.
- The Local Authority will advise schools on the management of incidents and the findings from its monitoring.

### **2. Recording the Incident Investigation**

The Headteacher has overall responsibility (which may be delegated to an appointed senior member of staff) for managing incidents. They should ensure that the school has:

- made it a requirement to investigate, record and report where there is a perception that an incident may have taken place.
- communicated the College's commitment to tackling antisocial and criminal behaviour to all members of the school community,
- recorded the incident appropriately and used the Local Authority reporting system whenever possible

### **3. Management of Incidents**

Staff will consider their own safety and that of others with them when dealing with any incident. **If possible** a minimum of 2 members of staff will be together when intervening in a violent situation.

The College will act in accordance with the DCSF guidance on the restraint of pupils and the use of force:

<http://www.teachernet.gov.uk/doc/12187/ACFD89B.pdf>

#### **a) Considerations for all Incidents:**

- Investigate the incident thoroughly.
- Record the incident
- Keep the situation under regular review to ensure the victim feels safe
- Consider any curriculum implications, including the need for a special

- assembly or changes to the school's behaviour code or other policies
- Support for the Victim
- Support for the alleged Perpetrator
- Consider if there is a child protection issue in this case
- Consider seeking advice from the Local Education Officer

#### **b) Support for the Victim (if a pupil)**

- Take appropriate action to offer support to the victim
- Meet with the pupil's parent(s)/guardian/carer to discuss the matter and explain the action taken (if appropriate; in some cases, for example homophobic incidents, there is a need to consult with the pupil as to whether this would be helpful).
- Reinforce the school's commitment to tackling anti social and criminal behaviour.

#### **c) Support for and intervention with the alleged Perpetrator (if a pupil)**

- An appropriate member of staff should intervene and take immediate action, for example, separating the victim(s) from the perpetrator(s).
- Any threatening or criminal behaviour should be challenged immediately. The perpetrator should be told that his/her behaviour is unacceptable and will not be tolerated.
- Appropriate action should be taken to support, educate and monitor the behavior of the perpetrator to ensure that the behaviour will not be repeated.
- The incident should be reported to the Head teacher and he should decide whether any further action needs to be taken, including notifying the police and informing the parent(s)/carer of the relevant pupil(s) of any investigation and the outcome.
- The Headteacher should consider the use of a full range of sanctions and interventions, including the application of restorative justice.
- Discuss the incident with the alleged perpetrator's parent(s)/carer (if appropriate) and reinforce the school's commitment to tackling antisocial and criminal behaviour.

#### **d) Dealing with Members of Staff as alleged Perpetrators or Victims**

All members of staff are expected to act appropriately and professionally at all times. Substantiated incidents of inappropriate or criminal behaviour by any member of staff towards pupils may be considered as misconduct and the perpetrator may be subject to disciplinary action. In the event of such an allegation being made against a member of staff, the Headteacher or his nominee will investigate the allegation in accordance with the relevant Disciplinary Procedures. The school may wish to contact KCC's Children's Safeguards Service for advice. All members of staff have the right to use the school's grievance procedure if they suffer discrimination and cannot get

satisfactory management support.

The Governing Body and Headteacher have a duty of care towards employees and must ensure that they address any complaints from employees about conduct by pupils, parents or colleagues, and provide appropriate support and referrals as necessary.

It is recommended that the school inform the Local Education Officer if a member of staff is involved in these circumstances.

### **e) Dealing with Members of the Public as alleged Perpetrators**

Inappropriate or criminal conduct by members of public will have immediate response. The following procedure is to be followed in cases of incidents involving a member of the public:

- The incident to be reported to the Headteacher as soon as possible.
- The police to be informed of incidents involving violent, threatening or abusive behaviour.

## **5. Managing the impact of incidents in the school and the community**

If the incident has caused damage or is seen as a threat to a person or property, it may be appropriate to call a special meeting either with staff only or with pupils to discuss what has happened. Support and advice may also need to be sought from the Local Education Officer, the Police, a Victim Support group or another appropriate agency.

## **6. Reporting information to parents, governors and the Local Authority**

The governing body will receive a report on any incidents in the Headteacher's report to governors

The school will also report to the Local Authority on incidents. The Local Authority will facilitate this monitoring and ensure that schools are informed of the outcomes of its monitoring, so that any trends or concerns can inform school planning and curriculum development.

## **7. Arrangements for the review of the procedure**

This procedure will be reviewed on .....  
by .....