



# Monitoring of Major Incident Reports Policy

## The Woodlands

Approved by: L Candler S Green

Date: Sept 23

Last reviewed on: Sept 23

Next review due by: Sept 24

## MONITORING OF MAJOR INCIDENT REPORTS

Following an incident which involves RPI (Restrictive Physical Intervention), all staff concerned should complete the Major Incident Report Form as soon as possible after the event, and no later than the close of school on that day. Forms are available on CPOM's

Information which needs to be completed on the form:

- Name of the child
- Names of staff and students present
- Date and location of the incident which led to the sanction being applied
- Details of antecedents, leading up to the incident
- Details of de-escalation strategies used to manage behaviour
- Details of relevant behaviour
- Details of the holds used- in line with Team Teach training
- Consequences
- Pupils' views- with a pupil signature- completed by a Team Teach trainer
- Any injuries sustained- fill in the relevant paperwork. Injuries must be reported to SLT
- The signature of the staff member concerned and others witnessing the incident Any incidents prior to the restraint need attaching to the form.
- Police Involvement

If all staff involved work together to complete the form, there is no need for a separate form from all staff, unless there is a discrepancy about the incident and what happened. When completed, the form should be 'saved' on CPOM's which enables Team Teach monitoring to be available centrally from all 5 bases. Team Teach trained instructors will check over for accuracy, language etc

The MIR Forms will be monitored on a regular and timely basis internally by AC, with assistance from SH and the Pastoral Manager, signed off by AC. Any discrepancies can be picked up within 48 hours of an incident, and dealt with by raising concerns with the SLT, who will make a decision as to next steps (see safeguarding policy). Once the form is signed by all relevant parties, the form is filed and monitored by an external DCC officer.

Once a month D.C.C. Safeguarding Team will monitor the MIRs and complete a report, to enable the Head Teacher to report termly to the Behaviour/Attendance subcommittee of the Management Committee

**This Policy should be read in conjunction with 'Physical Interventions and the Law', paragraph 11.2 DFES, Guidance on Physical Interventions**