

NOTIFICATION OF SIGNIFICANT INCIDENTS

Incident Reports

Incident reports are a means of ensuring clear transfer of information concerning a significant incident or serious episode. It is not possible or desirable to be absolutely definitive about what behaviours or actions might require the writing of such a report but in general terms any particular incident that causes concern should formally be recorded as an incident report.

Examples of such episodes could be:-

- Safeguarding concerns, instances of self-harming or other worrying behaviour.
- Illegal entry to the building
- A physical confrontation between young people, staff or others.
- Instances of sexualised behaviour by young people.
- Any incident of racial/sexual abuse or harassment.
- Physical violence.
- Serious damage to property or the fabric of the home.

NB: All instances that require restraint, holding or even handling young people must be followed up by writing an **Incident Report**, noted in ICS and other related recording systems. Where appropriate a **Schedule 5 Notification** must be completed and sent to Ofsted (Completing the Online form is the quickest way). The **Registered Manager** must approve these documents once completed.

The control and care techniques used, whether PRICE or any other approved techniques should be clearly recorded.

Reports should be written as soon as possible after the event. Such reports should be written objectively and include dates, times, the length of time the incident lasted and the names of staff/witnesses present. Young people other than the subject should be referred to by initials only.

There should be a full description of the incident itself, factors that led up to the incident, and also an account of how the situation was resolved, including any planned follow up work with the young people.

The report should also contain where possible the young person's point of view regarding the incident.

It is important for staff members who witnessed the incident, but may not have been directly involved, to submit a report.

When the reports have been completed they must be signed by the writer and countersigned by the residential homes manager or the assistant manager.

The report must then be distributed to the:-

- a) Young person's file
- b) Field Social Worker
- c) Registered Manager, Responsible Individual & Senior RCCO

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INCIDENT REPORT FORM

Date:	Time:	Length of time incident lasted:
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1. Staff Present at the time of the incident: <hr/>	Initials of young people directly involved in the incident:
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2. Description of the incident itself, factors that led up to the incident: <hr/>

3. How was the situation resolved? (Include any planned follow up work with the young people) <hr/>

4. Name:	Post:
Signature:	Date: