



OFG
Education

SERIOUS INCIDENT NOTIFICATION POLICY

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TERMINOLOGY

- “Our teams” and “team member/s” include everyone working in Outcomes First Group’s settings and services in a paid or unpaid capacity, including employees, consultants, agency staff, trainees and contractors. For Blenheim schools, volunteers are included in this definition.
- “Students” refers to all children and young people being educated and supported at the setting or service

1.0 POLICY STATEMENT

Outcomes First Group is committed to ensuring that students are effectively safeguarded in all our educational settings.

Safeguarding and child protection must always be the highest priority and at the forefront of everything we do. A whole setting approach is required to ensure safeguarding and child protection are embedded in all decisions, planning, policy and day-to-day operations and activities.

It is essential that all team members understand their safeguarding responsibilities.

This policy outlines the expectations of the internal process for notifying serious incidents to senior leaders and the executive team. This is to ensure that all appropriate and accountable colleagues are alerted to and have oversight of serious incidents regarding the safety and welfare of students and team members. In addition to ensuring the effective oversight of any serious incidents in relation to our team members, whose well-being must always be prioritised alongside the well-being of our students.

This policy does not replace any current policies and / or formal notification process (e.g., to regulators). Rather it is intended to run alongside current internal and external safeguarding arrangements.

All relevant policies must be followed and referred to, in particular:

- Safeguarding Policy
- Health and Safety Policy
- Accident Reporting Procedure
- Child Exploitation Policy
- Protecting Children from Radicalisation and Extremism
- Medication Policy
- Guide to dealing with Allegations and Safeguarding Concerns
- Managing Allegations Against Employees Procedure
- Disciplinary Policy & Procedure
- Self-harm and Self-Injurious Behaviour Policies
- Ligature Management Policy & Audit Guidance
- Staying Safe Online Policy
- Invacuation Policy & Standard Operating Procedure

2.0 SERIOUS INCIDENTS THAT REQUIRE NOTIFICATION

2.1 Serious incidents can be defined as an incident, event or circumstance that causes or could cause significant/serious harm to the health, safety or well-being of a student (s) or other people. Serious incidents may also be related to a team member(s) and the incident could have occurred either in or out of the school or college setting.

Sometimes it is a matter of judgment whether an issue is sufficiently serious to inform senior leaders. However, there are a number of circumstances where they must always be informed. If you are in any doubt, you must discuss it with your line manager, Headteacher, Principal or equivalent or Regional Director.

2.2 In education, serious incidents must be escalated to the Director of Education, Quality & Compliance Director, Managing Director, Regional Director/Operational Director and Director of Safeguarding within **24 hours** via Info Exchange.

2.3 Reportable incidents: (please note that this list is not exhaustive)

- Death of a child/young person
- Ligature attempt
- Suicide Attempt
- Serious incident of self-harm resulting in hospital admission
- Serious illness or accident and injury resulting in hospital admission
- Serious concerns over a missing child's behaviour i.e., they may be at risk of serious harm.
- A child being the victim or perpetrator of a serious assault/offence.
- Serious public safety concerns raised about a child, young person or team member.
- Alleged serious child on child abuse.

- Incidents that have involved external agencies, for example a police investigation
- An incident that has triggered the Invacuation Procedure

2.4 In addition, in schools with care/residential settings (only), the following serious incidents must be escalated to the Head of Service and Regional Director within **24 hours**, who will then consider if further escalation to senior leaders is required:

All statutory notifications to a regulator must be reported through Access to alert the Head of Service/Regional Manager and the Regional Director

- Child/adult involved in / or subject to exploitation.
- Incident requiring police which the registered person considers to be serious.
- If a child/adult protection enquiry involving a resident child has begun or finished
- Allegations of gross misconduct against team members.
- Where serious concerns about practice within Outcomes First Group have been raised and not resolved quickly or appropriately by managers.

3.0 ESCALATION PROCESS

3.1 When a serious incident is determined, the Serious Incident Notification form in Info exchange must be completed by the headteacher. An automatic alert will be sent to the relevant senior leaders as noted above.

3.2 The alert form is intended to provide a succinct overview of the incident and actions taken to date and provide a record of the incident and actions taken.

4.0 WELLBEING SUPPORT

4.1 Outcomes First Group is committed to safeguarding the physical and mental wellbeing of all team members following any serious incident. Working with children and young people with SEN can create additional emotional and physical pressures, and the wellbeing of team members is therefore a core organisational priority, especially when considering serious incidents that may occur.

4.2 Managers are responsible for checking team members' wellbeing after an incident, ensuring immediate safety, recording concerns, and signposting support such as HR and the Employee Assistance Programme (EAP). The organisation will provide access to appropriate wellbeing resources, training, and follow-up support. (Please refer to the Wellbeing Policy for other available resources).

- 4.3** HR can support with guidance to both managers and employees on next steps in such circumstances, coordinate any referrals (including occupational health), and support managers with reviewing reasonable adjustments where applicable.
- 4.4** The Safeguarding Team will consider impact on team members as part of incident review and liaise with managers where wellbeing concerns relate to safeguarding matters.
- 4.5** All team members share responsibility for maintaining their own wellbeing and supporting colleagues. Team members should remain alert to signs of physical or emotional distress and raise concerns with their line manager as the first point of contact.
- 4.6** Concerns will be handled sensitively and confidentially, with information shared only on a need-to-know basis.

Support available includes:

- HR advice
- Employee Assistance Programme (EAP)
- Occupational health
- Debrief or reflective sessions
- Line Manager 1-2-1's



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