



Rockingham Montessori School Incorporated
ABN: 68 115 270 695

POLICY TITLE: Recording of Incidents Policy

BOARD APPROVAL DATE: August 2021

SIGNED BY CHAIR:

BOARD REVIEW DATE: August 2024

OVERVIEW

The School is a particularly busy environment for both children and adult members of the School community. There are large numbers of people operating within a localised area throughout different times of the day. It is inevitable despite a clear focus on Occupational Health and Safety requirements that incidents will occur. Rockingham Montessori School at all times endeavours to provide an environment for all children, staff and families that is safe and manages risks to provide an incident free setting.

Children are encouraged to play safely and are taught about possible risks both within the School setting and the wider environment. Staff members are trained to spot any potential hazard, make the changes, provide assistance when required and are provided with methods to record incidents. Where appropriate, parents are provided with information on incidents that occur within the School and their child's schooling environment.

Incident reports and Critical Incident Reports completed about a child will be maintained by the School, on the child's file until the relevant child is aged 25 years. Incident reports and Critical Incident Reports regarding events that occur that are not related to a particular child will be filed on the School central file for 7 years.

PURPOSE AND CONTEXT

Rockingham Montessori School aims to promote the timely reporting and investigation of all accidents and incidents and to ensure legislative compliance. The aim of this policy is to ensure that all staff are aware of their responsibility in relation to accident/injury/incident/hazard reporting.

DEFINITIONS

The following definitions apply for the purpose of this policy:

- a. Accident - An unplanned event which has the potential to disrupt normal safe operations, such as a fatality, injury, illness, uncontrolled discharge to the environment or any other Occupational Health and Safety non-compliance.
- b. Incident - An event (near miss), which could have caused an accident, but did not.

- c. Dangerous Occurrence - Dangerous Occurrences are incidents prescribed by the Occupational Health and Safety Act 2000 that must be reported to Workcover via the Occupational Health Safety and Information Services Unit.
- d. Hazard - Anything or any condition that causes or has the potential to cause injury, harm or ill health.
- e. Lost Time Injury - An incident where there is an injury that prevents the employee from attending work for one full day/shift or more.
- f. Critical Incident - An incident in which there is a high likelihood of traumatic effects or evoking unusual or unexpectedly strong emotional reactions, which have the potential to interfere with the ability of the individual, group or school to function either at the time or later.
- g. Disaster - A sudden accident or natural event that causes great damage and/or loss of life.
- h. Emergency - An emergency can be considered to have three elements: (a) a threat to the organisation, (b) the element of surprise, and (c) a short decision time. An emergency is often an accident or incident that requires immediate intervention.

POLICY STATEMENT:

Rockingham Montessori School requires that an Incident Report Form (Appendix 1) be completed in regard to all accidents/incidents that occur in areas under the control of Rockingham Montessori School. This should be completed and forwarded to the Principal within 48 hours of the occurrence of the accident/incident. In the event of a critical incident the Principal will complete and submit a Critical and Emergency Incident Report (Appendix 2) to the Department of Education and AISWA.

The School also requires that all accidents/injuries/incidents/hazards be investigated and that appropriate strategies be developed and implemented to eliminate or reduce the likelihood of future occurrences.

This policy applies to all Rockingham Montessori School staff and students as well as to individuals who visit the School.

Part A - Accountability

Employees must:

- a. Report all accidents/injuries/incidents/hazards to their direct supervisor and/or Principal within 48 hours.
- b. Ensure the completion of the Incident Report Form. (Appendix 1)

Direct Supervisors must:

- a. Investigate all reported accidents/injuries/incidents/hazards
- b. Ensure corrective action is taken to prevent recurrence
- c. Forward all appropriate documentation to the Occupational Health Safety Coordinator and Principal in a timely fashion

Occupation Health and Safety Coordinator must:

- a. Review all accident/injury/incident/hazard report forms
- b. Ensure completion of accident/injury/incident/hazard report forms in a timely fashion
- c. Provide feedback, advice and support to direct supervisors
- d. Provide guidance and assistance to direct supervisors to prevent a recurrence of the same or similar accident/injury/incident/hazard
- e. Monitor the investigation process and control strategies implemented
- f. Ensure timely notification to WorkCover Authority as required

PROCEDURES:

Part B - Scope

This procedure covers the requirements associated with the investigation of accidents/injuries/incidents and hazards, including fatalities, injuries, illnesses, environmental non-compliance (with licence), public complaints and legal claims. This includes events which actually caused or could have caused any of the above. The procedure covers - immediate action, investigation, classification and any corrective action.

The established Accident/Injury/Incident/Hazard Reporting System is to be used by staff, students or visitors who identify a hazard, are injured or become ill in connection with their work at or visit to the School.

Part C - Objective

To ensure all incidents and accidents are properly investigated.

To ensure corrective action is taken to prevent re-occurrence and reduce the risk potential of the working environment.

To identify hazards in the workplace.

Part D – Immediate Action

In the event of an accident/injury/incident/hazard staff shall, where it is safe to do so, take appropriate immediate action to minimise the risk of further injury or damage (for example, first aid, fire fighting, contain spills, contact emergency services).

Part E - Reporting

Reporting of accidents/injuries/incidents/hazards is essential for the identification of hazards in the workplace.

Incidents with the potential for injury or damage (near accident) should also be reported.

The person directly involved in the accident/injury/incident or hazard or, if unable, another person (staff member, worker) shall complete the Incident Report Form (Appendix 1). This form should be completed and forwarded to the Occupational Health Safety Coordinator and Principal within 48 hours of the occurrence of the accident/incident.

Serious accidents/injuries/incidents and hazards must be immediately reported to the Occupational Health Safety Coordinator and Principal. This will include any accidents or incidents, which are WorkCover reportable (see Reporting to WorkCover below).

Any accident/injury/incident or hazard involving actual or alleged discrimination/harassment must be reported to the Principal to ensure that these claims are assessed in relation to the Anti-Discrimination legislation.

In addition, the responsible line manager or the Occupational Health and Safety Coordinator, has the authority to suspend work in the area where the accident/injury/incident/hazard has occurred, or to suspend similar work, until the investigation has been completed and/or corrective action taken, if there is a risk of a similar accident/injury/incident/ hazard occurring.

Reporting to WorkCover (Statutory Reporting)

The WorkCover Authority must be notified, within 7 days, of any of the following situations occurring:

- a. When an employee provides a medical certificate stating that he or she is suffering from a work related illness and is unable to carry out his or her usual duties for a continuous period of at least 7 days as a result of the injury/illness.
- b. When, as a result of an accident at your workplace, a person dies or is injured so that he or she cannot carry out their usual duties for at least 7 days after the accident.

N.B. - The WorkCover Authority must be notified even if the person injured or killed is not an employee. The School will liaise directly with the Occupational Health and Safety Coordinator in AISWA who will notify WorkCover.

It is the responsibility of the immediate manager to ensure completion of:

- a. The Incident Report Form.
- b. Any relevant Workers Compensation documentation within 24 hours of any accident/injury or incident.
- c. The WorkCover Accident Report Form, in consultation with the Occupational Health and Safety Coordinator.

Critical and Reportable Incident Report

Reportable Incidents

A 'subset' of all critical and emergency incidents is referred to as '*reportable incidents*'. Reportable incidents must not only be reported to the governing body but must also be notified to the Director General of the Department of Education, as soon as practicable and in any event, within 48 hours of the incident. The Director General must be notified of a *reportable incident* using the [Reportable Incident Notification form](#), (Appendix 2) that is available from the Department of Education's website.

The following are reportable incidents:

- (1) The death of a student or staff member at school or during a school-related activity, or following an incident at school or during school-related activity.
- (2) An incident involving injury, illness or trauma to a student or staff member at school or during a school-related activity requiring ambulance or hospital attendance. Ambulance or hospital attendance must be "required" and not merely precautionary. NB: An incident not initially reportable may become so as further information becomes available (such as doctor's advice).
- (3) An incident requiring a police or other emergency services response when a student appears to have been taken or removed, or goes missing and cannot be accounted for, from the school or from a school-related activity without proper authority.

- (4) An incident requiring the school to be locked down or to evacuate staff and students, or reduce the number of students or staff attending, or to close for any duration for health or safety reasons.
- (5) The receipt of a complaint or allegation of child abuse, including but not limited to sexual abuse, committed against a student –
 - (a) by a staff member or another student; or
 - (b) by another person on the school premises or during a school-related activity;whether the abuse is alleged to have occurred recently or in the past.
- (6) Issuing a formal warning to or ceasing the employment of a staff member for a breach of the Code of Conduct suspected to have involved grooming behaviour.

The Principal is to provide prompt notification of any critical and reportable incident to the chair of the School Board as soon as reasonably practicable and record the critical incident in the Critical Incident Diary (Appendix 3). The Schools focus is on prevention and recovery and a report will be prepared by the Principal outlining;

- Risk assessment
- Prevention and preparedness
- Response to the incident
- Recovery from the incident
- Recording of the incident
- Review of policy and procedures

This report will be provided to the School Board and receipt of the report will be reflected in the School Board minutes, including the date of notification to the Director General.

Following a critical incident, the Principal will monitor the wellbeing of the school community to restore equilibrium. The Principal will utilise the Critical Incident Recovery check list. (Appendix 4) Each incident is managed in the best interests of affected students. This requires that the risk of harm or actual harm to students' wellbeing and the measures needed to promote their recovery are prioritised and not made subservient to other considerations including financial or reputational concerns. An individual student's best interests will vary depending on his or her particular needs and cultural, religious and other identity.

Part F – Accident/Injury/Incident/Hazard Investigation

All accidents/injuries/incidents and hazards shall be investigated.

During the investigation, an analysis shall be carried out to identify any Occupational Health and Safety Management System failure. This will involve an examination of the incident, by the manager, along the following lines:

- a. Is there a procedure, which covers this area of activity?
- b. Is the procedure adequate? (i.e. effective, workable, comprehensive, simple, easy to use, etc.)
- c. Was the procedure properly implemented?
- d. Was the procedure followed?
- e. What influences, outside of the immediate process, are evident?

The objective of the investigation shall be to establish the real cause(s) of the accident or incidents, so that corrective action is aimed at preventing recurrence of the event.

It is the responsibility of the Principal to ensure:

- a. Timely notification to the Occupational Health and Safety Coordinator of -
 - i. Accidents/injuries/incidents/hazards within 24 hours
 - ii. Major accidents/injuries/incidents/hazards immediately
- b. The accident/injury/incident/hazard is fully investigated and formally advise the Occupational Health Safety Coordinator in cases of discrimination/harassment.

The Occupational Health and Safety Coordinator will monitor trends of accidents/injuries/incidents/hazards and initiate further investigation where:

- a. A number of incidents are noted for similar situations.
- b. A workers compensation claim has been lodged.
- c. The Principal has requested assistance to investigate an accident/injury/incident/hazard.
- d. A serious or major incident has occurred.
- e. A situation is deemed to require further investigation.

Part G – Corrective Action and Psychological First Aid

The scope and impact of any corrective action taken shall be appropriate to the magnitude and potential for harm of the accident/injury/incident or hazard.

The Principal, Deputy Principal and Program Coordinators will assist the school community by providing psychological first aid by;

- Discretely observe the staff members. Ask simple questions to ascertain what help may be needed.
- Emphasise the support available to the staff member.
- Initiate contact only after you have observed the staff member and appraised the situation. It is important to make sure that contact will not be seen as intrusive or disruptive.
- Review the situation and emphasise the positive actions taken by the staff member in managing the situation.
- Listen with compassion.
- Offer to make them a cup of tea/coffee.
- Use physical contact if appropriate. Just holding a hand or a hand on the shoulder may convey concern and support. (Use discretion in this situation).
- Reflect the words of the person. Don't judge the statements a person makes.
- Ask non-intrusive questions (e.g. "Where were you during...?" "How did you find out...").
- Keep the discussion based on what happened. Avoid "What if...?" or "I should have..." statements. If the victim takes this line, bring the talk back to real events.
- In some instances staff members may have an intense and lasting response and need professional psychological help, such as that available through the Employee Assistance Program. However, your interventions as a line manager or a colleague can do much to reduce or even remove the need for counselling.
- Follow-up should be at a level appropriate to the relationship between the person and helper. In some instances it may be as simple as asking "How are you now?"
- Remember that psychological first aid is about reducing distress, assisting with the current needs of the staff member and making sure the staff member is offered the support to allow them to function within their professional setting. It is not about revisiting traumatic experiences.

Part H - Records

Records of all accident/injury/incident/hazard notifications, reporting, investigation and corrective actions shall be kept. Where applicable, records shall be kept for duration as required by legislation.

APPENDIX


1. Incident Report Form (booklets containing these forms are located in every classroom and at the front office reception)
2. Reportable Incident Notification Form – Department of Education
3. Emergency and Critical Incident Diary
4. Critical Incident Recovery Check List

RELATED DOCUMENTS

- Duty of Care Policy
- Emergency Management Policy
- AISWA Critical & Emergency Incidents Management (2020)
- Complaints and Grievance Policy

RELATED LEGISLATION AND STANDARDS

- School Education Act 1999, s159(1)(i)
- School Education Regulations 2000
- Disability Discrimination Act 1992
- Occupational Safety and Health Act 2000
- Occupational Safety and Health Regulations 1996
- Privacy Act 1988

Incident & Illness Report Form			
Rockingham Montessori School A 7 Attwood Way, Rockingham WA 6168 P 9528 2118 F 9528 7107 E reception@rms.wa.edu.au W www.rms.wa.edu.au ABN 68 115 270 695		ROCKINGHAM Montessori SCHOOL	
Childs Name:		Age:	
Date:		Time:	
		Class:	
		Staff Member:	
Circumstances leading up to event:			
Incident:			
Action:			
Medication/First Aid Given/Contacted:			
Witness:		Time & Date of notification:	
Child sent home early:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Staff Member Signature:			
Parent/Carer Signature:			
White: Parent Copy Pink: File Copy Blue: Book Copy		<small>Printed by Soap Rockingham Phone 9522 2730</small>	

Reportable Incident Notification Form

- ▲ **Use this form** to submit reportable incident information to the Director General. The information provided must be sufficiently detailed to enable Non-Government School Regulation to review the school's responses in line with the Critical and Emergency Incidents Standard and the other registration standards and requirements.

Lodgement

Independent schools: Independent school staff are to proceed according to school policy and the authorised reportable incident notifier must use this form. This form is to be completed and emailed within 48 hours after the incident to NGSRegulation.Criticalincidents@education.wa.edu.au.

Catholic system schools: The authorised critical incident reporter for Catholic system schools is the Executive Director, CEWA. In the first instance the school should forward this critical and emergency incident form to CEWA's Employment Relations Team by email: employmentrelations@cewa.edu.au. Schools should be aware that notification to the Director General is required within 48 hours. Assistance is available from CEWA's Employment Relations Team. CEWA will then ensure that the form is forwarded to the Department.

For further information see the *Guide to the Registration Standards and Other Requirements for Non-Government Schools* (January 2020) available at www.education.wa.edu.au/standards.

Contacts for Non-Government School Regulation:

T: (08) 9441 1906 E: NGSRegulation.Criticalincidents@education.wa.edu.au

Lodged by authorised reportable incident notifier

Name	Click/tap to enter.
Position	Click/tap to enter.
Date	Click/tap to enter.

Incident type

Please indicate the type of critical and emergency incident by ticking one or more of the boxes below.

If you cannot tick one of these boxes, the incident may not need to be notified as a reportable incident.

<input type="checkbox"/>	The death of a student or staff member at school or during a school-related activity, or following an incident at school or during school-related activity.
<input type="checkbox"/>	An incident involving injury, illness or trauma to a student or staff member at school or during a school-related activity requiring ambulance or hospital attendance.
<input type="checkbox"/>	An incident requiring a police or other emergency services response when a student appears to have been taken or removed, or goes missing and cannot be accounted for, from the school or from a school-related activity without proper authority.
<input type="checkbox"/>	An incident requiring the school to be locked down or to evacuate staff and students, or reduce the number of students or staff attending, or to close for any duration for health or safety reasons.
<input type="checkbox"/>	The receipt of a complaint or allegation of child abuse, including but not limited to sexual abuse, committed against a student - (a) by a staff member or another student; or (b) by another person on the school premises or during a school-related activity; whether the abuse is alleged to have occurred recently or in the past.
<input type="checkbox"/>	Issuing a formal warning to or ceasing the employment of a staff member for a breach of the Code of Conduct suspected to have involved grooming behaviour.

School details

School	Click/tap to enter.
Campus	Click/tap to enter.
Name of Principal	Click/tap to enter.
Contact Number of Principal	Click/tap to enter.

Incident

Date of Incident (or receipt of allegation)	Click/tap to enter.
Location of Incident	Click/tap to enter.
Date Principal First Notified	Click/tap to enter.
Date Chair of Governing Body Notified	Click/tap to enter.

Persons involved

<input type="checkbox"/> Whole School	
<input type="checkbox"/> Student(s) – Year Levels:	Click/tap to enter.
<input type="checkbox"/> Teaching Staff	
<input type="checkbox"/> Support Staff	
<input type="checkbox"/> Volunteer	
<input type="checkbox"/> Former Student	
<input type="checkbox"/> Student from Another School	
<input type="checkbox"/> Other – please specify:	Click/tap to enter.

Description of the incident

Detail what happened, who was affected and any contributing factors (where relevant to the type of incident, and known at the time of the incident). Personal information is not required on this form. For example, depending on the incident, a student's year level, rather than name, will be sufficient. In the case of a mandatory report, the identities of those involved, including the mandatory reporter, **must not be disclosed** on this form.

Click/tap to enter.

Other agencies notified of the incident

<input type="checkbox"/>	WA Police	Date: Click/tap to enter.	Report No: Click/tap to enter.
<input type="checkbox"/>	Mandatory report to Mandatory Reporting Service, Department of Communities	Date: Click/tap to enter.	Report No: Click/tap to enter.
<input type="checkbox"/>	Child protection concern to Department of Communities (Child Protection and Family Support)	Date: Click/tap to enter.	
<input type="checkbox"/>	Teacher Registration Board of WA (TRBWA)	Date: Click/tap to enter.	
<input type="checkbox"/>	Department of Fire and Emergency Services	Date: Click/tap to enter.	
<input type="checkbox"/>	Worksafe	Date: Click/tap to enter.	

School's actions to resolve the incident



<input type="checkbox"/>	Parent(s)/Carer(s) notified	Date: Click/tap to enter.
<input type="checkbox"/>	Consultation with relevant government authorities about Parent/Carer notification if required	Date: Click/tap to enter.
<input type="checkbox"/>	Suspension/exclusion of student(s)	Number of students and duration(s): Click/tap to enter.
<input type="checkbox"/>	Expulsion of student(s)	Number of students: Click/tap to enter.
<input type="checkbox"/>	School closure/lockdown/evacuation	Date/s and duration: Click/tap to enter.
<input type="checkbox"/>	Reduction in students or staff attending	Date/s: Click/tap to enter.
<input type="checkbox"/>	Police called	Date: Click/tap to enter.
<input type="checkbox"/>	Ambulance called/Hospital attendance	Date: Click/tap to enter.
<input type="checkbox"/>	Staff Code of Conduct breach warning issued	Date: Click/tap to enter.
<input type="checkbox"/>	Staff disciplinary action taken (please specify)	Details: Click/tap to enter.
<input type="checkbox"/>	Other	Details: Click/tap to enter.

Detailed description of actions taken to resolve the incident and to manage any ongoing risks

Please ensure any ongoing risks are identified. Personal information is not required on this form.

[Click/tap to enter.](#)

Thank you for completing this form.

Non-Government School Regulation may contact you for further information at a later date.

Appendix 4

Considerations for recovery in the days following and the longer term

(NB: Each school's specific actions in this regard will be influenced by the school's unique context, considerations and the circumstances of the event).

ACTIONS	COORDINATED BY
<input type="checkbox"/> If required, ensure notification to the Department of Education, via the Reportable Incident Notification Form.	
<input type="checkbox"/> Identify and offer more specialised personal support to vulnerable and/or most affected staff and students.	
<input type="checkbox"/> Provide recovery support and advice for students/staff/parents about the normal cycle of recovery and indicators that extra support may be required.	
<input type="checkbox"/> Follow up contact with family/families involved to express sympathy, arrange retrieval of personal items of student/staff member as appropriate and discuss school role in ongoing support.	
<input type="checkbox"/> Update information to staff, parents, and students, as appropriate. Rumour control.	
<input type="checkbox"/> Special considerations for suicide, including contagion effect.	
<input type="checkbox"/> Cultural considerations	
<input type="checkbox"/> Death notice	
<input type="checkbox"/> Memorial service	
<input type="checkbox"/> Funeral attendance, with attention to the wishes of the family	
<input type="checkbox"/> Continuing support for students and staff	
<input type="checkbox"/> Notifying staff who are not at school	
<input type="checkbox"/> Alert teachers to be sensitive to curriculum content	
<input type="checkbox"/> Maintaining documentation	
<input type="checkbox"/> Ongoing liaison with other affected or vulnerable schools	
<input type="checkbox"/> Consider ex-students	
<input type="checkbox"/> Process for meeting visitors (e.g. community people most affected)	
<input type="checkbox"/> Interagency liaison	
<input type="checkbox"/> Links with school psychology support personnel / services	
<input type="checkbox"/> Instruct receptionist as to what information is to be told to parents and others	
<input type="checkbox"/> Review responses and continuing needs	
<input type="checkbox"/> Acknowledge people who have supported the school	
<input type="checkbox"/> Review school records/ mailing lists and amend as appropriate	
<input type="checkbox"/> Operational debrief	
<input type="checkbox"/> Inquest/court date(s) (arrange support for staff involved)	
<input type="checkbox"/> Review and modify <i>Critical and Emergency Incident Management Plan</i>	
<input type="checkbox"/> Anniversary dates	

