



المدرسة الهندية الدولية ذ.م.م
INDIA INTERNATIONAL
SCHOOL LLC - SHARJAH



INCIDENT REPORTING AND INVESTIGATION POLICY

2022 - 2023



INCIDENT REPORTING AND INVESTIGATION POLICY

Aim:

India International School ensures that children are effectively safeguarded for the potential risk of harm and that the safety and wellbeing of the students is of the highest priority in all aspects of the school's work. The school has specific procedure to ensure that incident, including close calls, are reported and investigated in a timely and effective manner and that corrective actions are appropriately identified, implemented, and monitored to prevent recurrence.

The purpose of the reporting and investigation is to determine facts and correct errors and to discipline individuals. Incidents are a chance to learn from mistakes, and the analysis should reflect that.

The school's objective in conducting incident reporting and investigations is to:

- Evaluate the severity of the problem and the potential for recurrence.
- Determine all causal conditions and practices for contributing to incidents.
- Communicate information pertaining to the cause of the incident, preventive and corrective control measures.
- Analyze trends for the development of appropriate loss control methods, procedures and programmes.

Responsibilities

Assistant Director, Principal, Vice Principal, Supervisor and WELLNESS Department:

- Ensure that incident reporting procedures are communicated.
- Require compliance with the procedures.
- Assist Teachers/Supervisors/ WELLNESS Department with incident investigations for higher risk incidents, including high behavior risk.
- Ensure implementation of corrective actions identified in the incident investigation.

Supervisors/ WELLNESS Department

- Respond to incidents immediately, and obtain emergency attention for injured students when applicable.
- Prevent further injury or damage to students to protect the safety and reputation of IIS.



- Ensure that all incidents are entered into the Incident Report as per Behavior by Law, ideally within 24 hours of event.
- Conduct investigations of all incidents (including environmental damage incidents, and personal injuries) in a timely manner and identify immediate and root causes.
- Obtain assistance from WELLNESS department to complete the investigation. Bring in subject matter experts as required.
- Determine and implement corrective actions to eliminate or reduce the risk of incident recurrence in students.

Student Incidents

- Teachers shall be reporting students' incidents to their supervisor (Respective section blocks), ideally no later than 24 hours after the occurrence.
- If the incident/case solved with the supervisor, parents will be informed about the incidents by the class teacher followed by termination of the case.
- If the student's incidents have not been settled, WELLNESS Department will follow up with offence report form no.6 as per Behavior By Law
- Case study investigation, witness report and evidence collection with concerned members for evidence collection will be directly followed with Vice principal to solve the incident and terminate the case.
- If the severity of behavioral offenses is unresolved, the case would then be proceeding with a Behaviour committee to decide on the final action or measure to be taken and to emphasis on the need for cooperation between the student's guardian and the school.
- Depending on the degree of offenses, warning letter will be issued with action taken shall be documented in accordance with the approved regulations, forms and shall be dealt with in accordance with the educational values and systems.

Investigation Process

The purpose of an incident investigation is to find the underlying, or root cause of the incident and develop effective solutions to prevent the incident from recurring. The process focusses on finding facts, not on finding fault or placing blame.

Facts to determine:

- Who was involved?
- What happened?
- Where did the incident occur?
- When did the incident occur?

Witness Accounts:

Witness accounts provide the sequence of events necessary to determine what went wrong and how it could be prevented in future. The purpose of an investigation is to establish an



understanding with the witness and obtain their individual perception of the event.

- Have witnesses (including the injured party, if able to do so) provide written statements regarding the incident as soon as possible after the incident.
- Interview witnesses as soon as possible after the incident.
- Interview witnesses separately, and try to keep them apart prior to the interview, to prevent the development of a “consensus” around what happened.
- Interviews should initially focus on witnesses directly involved in the incident, and move out from there as required to gain an understanding of the incident.
- When performing interviews, ask open ended questions and avoid leading questions. Don't jump to conclusions; let the witness talk. Put the witness at ease by reminding them that the purpose of the investigation is to determine facts, not to place blame.

Suggested Questions:

- ✓ Where were you at the time of the incident?
- ✓ What were you doing at the time?
- ✓ What did you see? Hear?
- ✓ What were the work conditions like at the time?
- ✓ What was the sequence of events that you witnessed?
- ✓ Can you think of any way that the incident might be prevented in future?
- Take notes during the interview and at the end of the interview, summarize the information provided to confirm that it was understood correctly.
- End on a positive note, thanking the witness for their time and assistance.

Policy Evaluation and Review

The school Incident Reporting and Investigation Policy will be reviewed to ensure the implementation of best practices of our students.

Prepared on: April 2022

Next Review: April 2023


Dr. Manju Reji
Principal



INCIDENT REPORTING AND INVESTIGATION- FLOW DIAGRAM 2022-2023

