



**REDMAIDS'
HIGH SCHOOL**
FOR GIRLS | BRISTOL

INCIDENT REPORT FORM

TO BE USED WHENEVER A PUPIL/STUDENT OR A MEMBER OF STAFF WISHES TO REPORT AN INCIDENT OF ANY KIND e.g. bullying, damage to school property, loss of property etc. This form should not be used to report accidents.

Please fill in the information and first section and then pass to the person to whom you are reporting the incident.

TYPE OF INCIDENT (SEE SUGGESTIONS ABOVE)	
DATE OF INCIDENT	Click here to enter a date.
DATE REPORT STARTED	Click here to enter a date.
REPORT WRITTEN BY	
DATE INCIDENT CLOSED	Click here to enter a date.
RECORDED IN CPOMS	
INCIDENT REPORTED BY	
CLASS/TUTOR GROUP	

CLASSTEACHER/FORM TEACHER INFORMED

HEADTEACHER/HEADMISTRESS INFORMED

REPORT PASSED (FOR ACTION) TO: Deputy Head, Headteacher, Classteacher, Tutor, Head of Year, Assistant Head (Pastoral) Deputy Head, DFO, Headmistress

DETAILS OF INCIDENT: (Please be specific and state names, times and locations as appropriate)

Signed:

Date: [Click here to enter a date.](#)

PARENTS INFORMED:

ACTION TAKEN:

Signed:

Date: [Click here to enter a date.](#)

FOLLOW UP:

Signed:

Date: [Click here to enter a date.](#)

ANY FURTHER ACTION AND MONITORING:

Signed:

Date: [Click here to enter a date.](#)

NB. COMPLETE INCIDENT CLOSED DATE ON FRONT BEFORE FILING

Reviewed and updated June 2019 Lisa Brown/Kate Doarks/Thelma Howell

Review date February 2020