Janvrin School

Accident; near-miss; aggressive behaviour Reporting Policy

Reviewed May 2026

Definitions:

Notifiable Accident:
A notifiable accident is an incident which results in:

- Death or major injury
- 24hrs hospitalisation
- More than 3 days absence from school/work
- Accidents/incidents involving a child, staff member, contractor or visitor on Janvrin School premises that requires an ambulance call out or attendance at A&E

Near Miss:
An event not causing harm but has the potential to cause injury or harm.

Aggressive behaviour towards staff:
This occurs where a member of staff has been verbally or physically threatened or harmed by a parent of a child, another staff member, a visitor to the school site. This can also include behaviours from children towards staff.

Responses Accidents:

In the first instance, all accidents should be responded to by trained First Aid staff in school. Where accidents, such as head injuries or apparent head injuries, open wounds etc have occurred then these should be monitored by one of the Paediatric First Aid staff (see school list).

Where it has been assessed that the child/staff member etc needs further treatment (ambulance or attendance at A&E) then this will be recorded on the central Notifiable Accident form on the Gov.je site.
This will be undertaken by either the paediatric first aid officer or a member of the senior leadership team.

Where an investigation is needed around the circumstances of the accident this will be undertaken by the Headteacher.

Near misses:

All near misses will be reported to the headteacher Mr Andrew Willis for review and investigation. An email of file note will be needed to formally record the incident and the details around the incident.

In line with central policy all near misses will be recorded on the notifiable accident site on Gov.je by the Headteacher or their delegated colleague.

Where an investigation is needed, this will be led by the Headteacher (or delegated colleague), recorded and attached to the Notifiable Incident referral/submission.

Aggressive behaviour towards staff/children:

Where staff have experienced an incident as defined above, this will be immediately reported to the designated safeguarding lead (Headteacher) or Deputy DSL (Mary O Neill). Where the DSLs are not available this should be reported immediately to another member of the senior leadership team.

The DSL/SLT member will review and investigate the incident and ensure the staff member's wellbeing and safety is secured.

On review, the DSL will decide where this meets the criteria for reporting through the Notifiable Accident form on Gov.je
The criteria for reporting incidents would include the level of distress of staff; the impact of the aggressive behaviour and who witnessed this, whether the Police or other agencies/staff were called to attend.

Clarifications:
The central Government flowchart of responses to these incidents will be displayed on the school's H&S board for reference.

All staff will read and sign their confirmation of policy annually.

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Further Information

CYPES Incident Reporting and Investigation Policy Issued: December 2014 Last Updated: April 2023 Author: CYPES Health and Safety Manager Review date: April 2026 Incident Reporting and Investigating Policy 2023 CYPES.pdf