



HAPPY HOME ENGLISH SCHOOL, SHARJAH

RECORD KEEPING POLICY: INCIDENT LOGS AND REPORTS - 2025-2026

This policy ensures that all incidents are documented accurately, consistently, and on time. Keeping good records helps the school handle problems properly, notice patterns, be fair, and follow the rules.

1. Scope (The areas covered)

This policy applies to all staff and school leaders who are responsible for documenting, reviewing, or managing incidents. It includes all types of incidents, such as:

- Accidents or injuries
- Behavioural issues or conflicts
- Safety hazards or near misses
- Property damage or loss
- Use of inappropriate language or gestures

2. Definitions

- **Incident:** Any unexpected event that causes, or could cause, harm to people, property, or school activities.
- **Incident Log:** A list of all incidents in order, used for monitoring and analysis.
- **Incident Report:** A detailed explanation of a specific incident, including what happened, who was involved, what was done, and follow-up measures.

3. Procedure for Recording Incidents

i) Immediate Action: Ensure the safety and well-being of everyone involved. Deal with any urgent issues straight away and take steps to prevent further harm.

ii) Initial Documentation: Complete an entry in the incident log as soon as possible, ideally within 24 hours. Include:

- Date, time, and place of the incident
- Names of people involved and any witnesses
- A clear description of what happened
- Actions taken right away

iii) Formal Reporting: For serious incidents, write a detailed report that includes:

- What led to the incident
- Step-by-step account of what happened
- Any supporting evidence (photographs, statements, medical notes, etc.)
- Suggestions to prevent it from happening again

iv) Review and Approval: The designated supervisor or Principal, together with the teacher, must review the report and sign it once it is complete and accurate.

4. Confidentiality

All incident records are private. Only teachers and staff who need the information are allowed to see them. Any sharing of information must follow school rules.

5. Storage and Retention

- All incident logs and reports should be kept in one safe place, either in a secure file or a protected digital system.
- Records must be kept for at least two years.
- After this time, records should be safely and carefully destroyed following the school's procedures.

6. Monitoring and Review

- Incident records should be checked regularly to make sure all information is correct and complete.
- Any repeated issues found in the incident records should be used to improve staff training, prevent future problems, and update school policies when needed.

7. Responsibilities

- **Staff:** Promptly report incidents and provide accurate details.
- **Supervisors/Principal:** Review and approve reports and ensure corrective actions are implemented.