

## Procedure for a Serious Incident

***The following procedure is intended to act as a flow chart in the case of any serious disciplinary incident. This published procedure should be read in conjunction with school policies on Behaviour and Expectations; and Discipline and Exclusions. In an incident which might lead to the temporary or permanent exclusion of a pupil, the published Pupil Exclusion Procedure will operate.***

In circumstances in which there is an incident which may constitute a **Serious Incident**, then:

- Immediate report(s) made to the Head through a responsible member of staff

Head makes a decision: Is this serious enough to consider exclusion?

- NO: Alternative sanctions are explored, according to Policy on Discipline and Exclusions.
- YES:
  - The pupil(s) will be initially **suspended**, in accordance with the Policy on Discipline and Exclusions for investigation of the incident.
  - A formal letter will be sent to parents, informing them of the nature of the reported incident, that further investigation is taking place, and that warns of the potential seriousness (exclusion), together with a proposed date of meeting for disciplinary interview (3-7 working days).
  - A copy of the suspension letter will be forwarded to the Bursar and Chair of Governors.
  - The Bursar will commence a file on the incident for Governors
  - Staff (usually at deputy Head level) will begin investigations, placing copies of relevant reports on the pupil's file, including signed written notes of all relevant interviews or witness statements, and reports of effects on the whole school, reports of outside agencies, e.g. police and social services, etc.

Within 3-7 working days, the pupil will attend the **Interview Meeting**:

- Interview meeting must include:
  - The opportunity for the pupil to have a parent, guardian or appropriate adult friend present
  - The opportunity for the pupil to hear a summary of all evidence collated, and presented by the senior member of staff investigating
  - The opportunity for the pupil/parent/guardian/appropriate adult to respond, with notes taken of their responses

- The Head will hear all evidence, and comments at the meeting, and make a **decision**, which:
  - Must consider the incident severity
  - AND the effect on the school
  - AND the needs of the pupil
  - AND the principles of natural justice

There may be several alternative outcomes, namely:

- **No Exclusion (pupil not involved):** Appropriate note for pupil file, and a letter sent to parents.
- **No Exclusion (alternative sanction and/or suspension served to reflect severity of sanction):** Appropriate letter to parents. Note for pupil file. Reparation or additional sanctions according to school policy.
- **Yes, Temporary Exclusion:** Appropriate note for pupil file and letter to parents. Appropriate staff delegated to manage pupil work while excluded and to manage return under any appropriate pastoral care plan.
- **Yes, Permanent Exclusion:**
  - Collate all evidence relevant to the decision with brief outline of reasoning, related to policies (including all notes of interview/decision meeting)
  - Permanent exclusion letter to parents, including formal reasons relating to policy, and details of **review procedure** available to them.
  - Any request for review to be passed to Bursar as Clerk to Governors for handling.
  - Exclusion evidence, decision and copy letter passed to Bursar within 24 hours
  - Bursar to then add all to file, for possible governor review
  - Chair of Governors immediately informed, with copy of exclusion letter
  - Chair prepares names of potential review panel, including 2 or 3 governors, and informs the Bursar of names.
  - Should parents request a review, the Pupil Exclusion Procedure will then be followed.

AMG. September, 2011. Reviewable annually.