



# **Accident and Incident reporting Policy**

*Reviewed in September 2023*

## **JSSPS Vision Statement on Wellbeing**

At JSS Private School (JSSPS) we promote, develop, equip and prepare healthy learners for life. We are committed to making it our mission to promote resilience, positive wellbeing and mental health for all our pupils and staff. We understand wellbeing to be a state of being comfortable, healthy and happy. We aim to drive this message forward, and to ensure that mental health and well-being is “**everyone’s business**” across the whole school community. We strive to create an environment that has a whole school approach, in providing excellent mental health support, understanding and intervention. We put Wellbeing at the heart of our school to ensure successful learning, and commit to our policies reflecting this practice.

## **JSSPS Vision Statement on Inclusion**

At JSSPS, we adopted a legislative frame work for inclusive education based on UAE Federal Law No.(29), 2006 & Law No.(2) 2014. The implementation and impact of the standards included within Dubai Inclusive Education Policy Framework (2017) are monitored and regulated by the Knowledge and Human Development Authority (KHDA).

We understand that a diversity and inclusion plan will be effective only when founded on a ***true belief in and understanding of the value of diversity and inclusion***. Therefore, we aspire to create a school culture that reflects appreciation for diversity and inclusion at all levels. We know that our mission of driving personal and economic growth through learning and our vision of becoming the best community will only be achieved by hiring and retaining the best people possible while creating a school community that is reflective of the diverse audiences we serve.

JSSPS recognizes that the vibrancy of our community is enhanced by **diversity**, which we define as the range of human differences. We believe a culture of **inclusion** puts diversity into action by creating an environment of involvement, respect and engagement – where a multiplicity of beliefs, interests, experiences, and viewpoints are harnessed to accomplish our goals.

We work to achieve diversity and inclusion by:

- Delivering services in a culturally sensitive manner.
- Fostering an environment in which students and staff embrace and promote inclusion and understanding of the value of diversity as demonstrated through interactions with one another.
- Integrating diversity into strategies, decisions, and teaching-learning processes.
- Aligning diversity and inclusion efforts with strategic imperatives.
- Increasing effectiveness and accountability of efforts by developing measurable goals.

# **ACCIDENT AND INCIDENT REPORTING POLICY**

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## **1. INTRODUCTION –**

Our accident and incident reporting policy is designed to outline the purpose and procedure for reporting any type of accidents and incidents. The school is committed to enforce all health and safety guidelines to avoid such occurrences and expects students and employees to comply. However, accidents are sometimes inevitable. Our provision in this case is to ensure all accidents are reported timely so they can be investigated properly and preventative measures can be reviewed and reinforced.

The school will ensure the welfare of all children enrolled in the school is protected through adherence to the Accident and Incident report policy adopted by the school.

## **2. AIM–**

- The welfare of the child is paramount.
- Any accident or incident will be addressed with great concern.

## **3. OBJECTIVE-**

- To report, record and investigate all cases, accidents, near miss or dangerous occurrence on the premises, or any other significant incident
- To provide a process for reported incidents/accidents to be risk-assessed and where necessary, investigated to determine root cause
- To provide a process for monitoring of planned corrective actions to prevent or reduce the risk of reoccurrence of reported incidents/accidents
- To activate the initial needs assessments for the treatment and rehabilitation for students and employees who have suffered from accident and incident

## **4. ROLES AND RESPONSIBILITIES –**

### **4.1 - SLT**

- Provide all necessary care for the effected staff and student
- Conduct accident prevention and investigation training for supervisors/concern staff
- Ensure all accidents and injuries are investigated in a timely fashion, immediately if serious
- Ensure immediate and long-term corrective actions are taken to prevent reoccurrence
- Maintain Accident Reports permanently on file

### **4.2 - TEACHER / STAFF**

- Report all injuries and cases immediately to your supervisor promptly when safe to do so. Remember to include: who, what, where, when, why, and how.
- Report all Unsafe Acts, Unsafe Conditions, or Near Misses to their supervisor.
- Assist as requested in all accident investigations

### 4.3 - STUDENTS

- Report all type of injuries and cases immediately to your supervisor if witnessed
- Follow the rules and regulation to prevent accident and incidents

### 4.4 - PARENTS

- Report concern to management through proper platform.
- Follow the rules and regulation to prevent accident and incidents while visiting.

## 5. PROCEDURE/PROCESS

### 5.1 - ACCIDENT / INCIDENTS THAT MUST BE REPORTED OR RECORDED

If any of the following occur you should report this immediately to the School Nurse / Counsellor and record the incident. The school will also ensure the parents of the child is informed:

- If a student is accidentally hurt.
- If a student has any injury or accident at school.
- If he/she seems distressed in any manner.
- If a student misunderstands or misinterprets something the teacher has done.

The school will assure all staff that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child. Where there is a complaint against a member of the staff, necessary investigation shall be carried out. If the allegation is clearly about poor practice, the school Principal shall deal with it as a misconduct issue. The Principal will make the decision of involving social services if necessary. The parents or carers of the child will be contacted as soon as any incident is reported.

### 5.2 - Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a **need-to-know** basis only. This includes the following people:

- The Principal /Supervisor / Teacher/ Nurse / Counsellor
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social services

## 6. SUMMARY

Some incidents may trigger investigations under other school policy.

For the investigation, the principal and / or their delegate may decide to convene an incident investigation team, comprising school leadership staff, the school's HSO, medical staff, inclusion department/counsellor,

affected employee, other employees and students depending on the nature of the incident. The investigation should seek to identify the causes and any potential hazards, and provide recommended control and preventative measures.

This will outline the process and accountabilities for incident reviews and closure. Reviews are discretionary but provide a valuable learning opportunity.

## 7. REVIEW OF POLICY

The accident and incident reporting policy will be reviewed by SLT on an annual basis.

<b>Policy Details</b>	
Version date	May 2021
Last review	March 2023
Next review	March 2024
Responsible SLT	Principal and HSO

Reviewed and Approved by

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Chief Executive Officer  
Date: 15/09/2023

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