



Wilkinson Primary School – Incident Record Form

Details of pupil on whom force was used – name, class, and any SEN, disability or other vulnerability.

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Date, time and location of incident

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Names of staff involved (directly or as a witness)

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Details of other pupils involved(directly or as a witness), including whether any pupil involved was vulnerable for SEN, disability, medical or social reasons

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Description of incident by staff involved, including any attempts to de-escalate and warnings given that force may be used

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Reason for using force and description of force used

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Reasons for making a record of this incident

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Follow up, including post-incident support and any disciplinary action against pupils

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Any information about incident shared with staff not involved in it and external agencies

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When/how those with parental responsibility were informed about incident and any views they have expressed

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Has any complaint been lodged(details should not be logged here)

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Report compiled by: _____

Name & Role: _____

Date: _____

Report countersigned by: _____

Name & Role: _____

Date: _____

Please note: The names of pupils should be removed before the completed form is sent to parents and the names of members of staff should only be included with their consent.

Report received by: _____

Date _____

Action Taken

Signed) _____ Headteacher

