

INCIDENT REPORTS

Incident Reports displays the full detail of an incident.

- Application
- Management
- Bullying & Equalities
- Incident Reports

1. Filter by date or ID if required
2. Click **NEW LIST**
3. Select the appropriate incident
4. Click **FULL DETAIL REPORT**
5. Click **BACK** to return to previous screen

Example of a Full Detail Report

Full Incident Report		13:22 Wed 15/Oct/14		
Incident 1. Incident Date: 15/10/14 Owner: Mrs H Hastie				
Incident Types	Verbal - Incident Detail: [Additional Detail here related to the incident]			
Characteristics	Economic Circumstances, Family circumstances			
Reported To	Mr R Barlow			
Reported By	Sarah Smith			
Addressed By	Mr R Barlow			
Incident Location	In Class			
Review	Mrs Heather Hastie (review date: 31/10/14)			
Conclusion	Resolved			
Action Procedures	Actions taken after investigation and discussion with parents			
People Involved in the Incident				
	Name	DoB	Stage	Actions Taken
Person Experiencing	Emma Boyd	10/10/02	S1	Letter
Person Displaying	Graeme Coyle	02/03/02	S1	Exclusion, Interview, Parental Involvement
Person Displaying	Kieran Gallagher	22/12/02	S1	Interview, Letter
Person Displaying	Scott Keenan	26/05/02	S1	Exclusion, Interview, Letter