**ANNEX B**

School Case Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School INCIDENT REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** |  | **Date of Incident** |  |
| **Place of Incident** |  | **Time of Incident** |  |
| **Date of Report** | **(1st / 2nd / 3rd /…../ Final Update)** | | |

|  |  |
| --- | --- |
| 1 | **People involved**  *List details of pupils/staff involved in the incident e.g. names, classes etc.* |
| 2 | **What happened**  *A detailed description of the issue/incident and include what activities pupils/staff concerned were involved in at the time of incident.* |
| 3 | **Latest development(s), if any** |
| 4 | **Follow-up action (if any)**  *E.g. speaking to parent(s), counselling pupils concerned etc.* |
| Submitted by : (Name and signature)  Contact Number: (HP) (Office No)  Date: | |