The system:

* MUST record all incidents for the categories indicated [Cedars]  
  *Rationale: Statutory requirement to record incidents*
* SHOULD have a web front-end [Cedars]  
  *Rationale: A web front-end is familiar to most people and is not hard to produce*
* MUST be able to upload PDF documents [Cedars]  
  *Rationale: Pupils statements (if taken) are written and would be scanned to attach to the incident*
* SHOULD allow for multiple pupils per incident [Cedars]  
  *Rationale: This avoids having to duplicate records*
* COULD allow later amendment of incident records [Cedars]  
  *Rationale: The status of record changes as it moves through any process*
* COULD export incidents according to various filters [Cedars]  
  *Rationale: This allows the school to make use of the data rather than simply fulfilling a regulatory requirement*
* MUST cope with between 175 and 400 pupils [Cedars]  
  *Rationale: The school currently has 175 and is unlikely to grow beyond 400 pupils*
* MUST record: Pupil's name; type of incident; date; description; action; status; follow-up [Cedars]  
  *Rationale: These are the data the school is required to collect*
* COULD log initial entry and later amendments to records [TJG]  
  *Rationale: Especially with sensitive data, it can be important to record when (and, if possible, by whom) it was changed*
* SHOULD be stored with some measure of encryption [TJG]  
  *Rationale: Personally-identifying data requires extra levels of care, and this is especially the case when the additional content is sensitive as in this case.*
* SHOULD be portable so that the system can be run from a USB stick [TJG]  
  *Rationale: 2-fold: encrypted USB sticks are common and can fulfil the need for data protection mentioned above; in addition, a portable system removes the need to have only one machine on which the system exists or the possibility of carelessly creating multiple copies.*
* SHOULD be written in a widely-used toolset  
  *Rationale: Future maintenance and enhancements need to be possible without any specialist knowledge the original author might possess.*
* SHOULD be delivered with source code under an open license  
  *Rationale: The school needs to be able to practically and legally make changes or fixes to the system it uses.*