



FALCONER SCHOOL

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MORNING DEALING WITH INCIDENTS POLICY

May Reid

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Signed – Governor

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Print Name

Date: Sep 2016

Review: Sep 2018

Morning Policy for Dealing with Incidents between the Hours of 7:30am & 8:40am

In Case of Behaviour Matters:

- Continuous problems with a pupil in the morning
 - Refusal to go to school
 - Serious incident
 - UPR
1. Firstly telephone the Head Teacher on 201 if no answer please phone the school office on extension 0, or the staffroom 227 asking for the Headteacher explaining the problem to him/her. If the Headteacher is not available please ask for the Deputy Headteacher and explain the problem/s.
 2. If required keep the pupil isolated in his room, if an incident occurs whilst on the way to school then place outside the Headteacher's office and inform the Headteacher why the pupil is there. If the Headteacher is not available place outside the HLT Office and inform DSP/Head of HLT.
 3. If a pupil's behaviour is serious enough to warrant SMT involvement then a serious incident report should be completed and handed over to the Residential Manager.
 4. The Residential Manager should be informed of any serious incident in the morning by either a telephone call or text message once the situation has been dealt with. It is the responsibility of the member of staff who is dealing with the incident to contact the SMT, complete the serious incident form and inform the Residential Manager prior to them finishing their shift.

In Case of Child Protection:

- Child protection matter arises during the night shift and prior to school starting.
1. If a child protection matter arises throughout the night shift and before school starts in the morning the residential manager should be called immediately.
 2. The residential manager should be informed of the facts and will act accordingly.

In Case of Cause for Concern:

- Cause for concern arises during the night and prior to school starting.
1. If a cause for concern matter arises throughout the night and before school starts in the morning a cause for concern form should be completed with as much factual information provided as possible.
 2. This form should be presented to the HLT Coordinator in the morning and if necessary then the child should also be left to wait for the HLT Coordinator outside the HLT office. The member of staff reporting the cause for concern should wait with the child and pass the cause for concern to the HLT Coordinator. In the HLT Coordinators absence then this matter should be handed directly to the Head Teacher.
 3. If it is not necessary for the pupil to be seen immediately by the HLT Coordinator then they should go to lesson as normal and the cause for concern placed directly with the HLT Coordinator or the Head Teacher.

4. A note should be made in the HOC handover log that a cause for concern has been entered but no details to be left other than this and the Residential Manager will follow up with the HLT coordinator.

In Case of Sickness:

- If a pupil is unwell
 1. Where a pupil is obviously unwell and you suspect that they will need to be sent home encourage them to get dressed (in school uniform) and to stay in their rooms and rest, regularly supervise them during this time.
 2. If between 07:30 and 08:30 call the Head Teacher on 201 if no answer please phone the office on extension 0, or the staffroom 227 asking for the Head Teacher explaining the situation to him/her.
 3. When school starts take the pupil to sit outside the HLT Office and the HLT Coordinator will contact their parents/carers and arrange for them to go home.
 4. Once the HLT Coordinator has confirmed that they will be going home gather any necessary belongings and any medication and pass to the HLT Coordinator.
 5. Leave a note in the HOC Handover log for the Residential manager.

In Case of School Avoidance:

- If you suspect a pupil of being well but trying to avoid school
 1. Address the pupils symptoms and supervise the pupil for a period of time to identify if they are genuinely unwell or if they are well enough to go to school.
 2. If you feel that the pupil is well enough to go to school when you take them to registration inform their form tutor that they have been complaining of being unwell but you feel that the pupil is well enough to go to their lessons.
 3. Inform HLT Coordinator that the pupil has been complaining of being unwell but they are engaged in registration. The HLT Coordinator will then be able to monitor the pupil. Inform the HLT Coordinator if any cold remedies have been given.
 4. Write in the HOC Handover log the name of the pupil and what action was taken so that the residential manager is aware.