



مدرسة جيه إس إس العالمية

JSS INTERNATIONAL SCHOOL

ACCIDENT AND INCIDENT REPORTING POLICY

JSS International School ensures that:

- The welfare of the child is paramount.
- Any accident or incident will be addressed with great concern.

Policy statement

The school will ensure the welfare of all children enrolled in the school. JSSIS ensures that the child is protected through adherence to the Accident and Incident reporting policy adopted by the school.

ACCIDENT / INCIDENTS THAT MUST BE REPORTED OR RECORDED

If any of the following occur you should report this immediately to the school nurse/counsellor/Supervisor/Teacher/Principal and record the incident. The school will also ensure the parent of the child is informed:

- If a student is accidentally hurt.
- If a student has any injury or accident at school.
- If he/she seems distressed in any manner.
- If a student misunderstands or misinterprets something the teacher has done.

The school will assure all staff that it will fully support and protect anyone, who reports his or her concern that a colleague is, or may be, abusing a child. Where there is a complaint against a member of the staff, necessary investigation shall be carried out. If the allegation is clearly about poor practice, the school principal shall deal with it as a misconduct issue. The parents of the child will be contacted as soon as any incident is reported.

Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a **need to know** basis only. This includes the following people:

- The principal/Supervisor/Teacher/nurse/counsellor.
- The parents of the person who is alleged to have been abused
- The person making the allegation