



Incident Reporting Policy Overview

Ref: <https://education.nsw.gov.au/policy-library/policies/incident-reporting-policy>
<https://education.nsw.gov.au/policy-library/policies/reporting-school-accidents>
<https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/incident-reporting>
<https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/incident-reporting/hotline>

Purpose

This policy outlines the obligations of all NSW Department of Education (the department) employees to respond in the event of an incident, undertake prompt notification through the required channels and arrange appropriate incident support. All employees of the department have a responsibility under legislation (Work Health and Safety Act 2011, Workplace Injury Management and Workers Compensation Act 1998), and duty of care obligations to actively respond to workplace incidents.

An incident is an event that creates danger or risk that could significantly affect the health, safety and wellbeing of individuals and cause major disruption, impact on the effective operation of workplaces.

1 Implementation

- 1.1 In the event of an incident occurring the safety and wellbeing of students, staff and others is the first priority.
- 1.2 In the event of an incident, all employees are required to implement key incident response processes, take action to notify the relevant area and implement incident support processes.
- 1.3 All incidents and injuries are to be reported in accordance with the incident notification and response policy.
- 1.4 Serious incidents are to be reported within the first hour of the incident occurring. Serious incidents are those where emergency services attend or there is an evacuation or isolation of sections of the school (Lockdown).
- 1.5 All other incidents are to be reported within 24 hours of the incident occurring.
- 1.6 Incidents involving staff are recorded and reported by the staff member where possible using the Incident Report & Support Hotline.
- 1.7 Employee incident notifications are emailed to the school and filed in school records by the SAM.
- 1.8 Student incident and accident investigations are conducted by the delegated executive member and consequent reports made by a delegated officer via the online reporting email address.
- 1.9 Student incident notifications are emailed to the school and filed in the Accident Report Folder in the Deputy Principal's office.
- 1.10 Any follow up actions with parents, medical services etc. are conducted as required by the investigating executive.
- 1.11 Any return to work programs/compensation claims are managed in direct consultation with the Health and Safety directorate.

2 Evidence

- 2.1 Copies of all incident reports will be kept in the incident reporting folder.

3 Policy Review

- 3.1 The Incident Reporting Policy is reviewed cyclically as part of the school's Evaluation Plan.