



## **Serious incident reporting policy and procedures for SEED.**

A critical incident is defined as an event which causes any of

- a) Significant disruption to the management of SEED.
- b) Risk or harm to students.
- c) Risk or harm to staff.
- d) A complaint or adverse publicity.

Following a critical incident, the Chairperson will instruct the relevant person to write a report. This will include the following:

- 1) What happened.
- 2) When it happened.
- 3) What risks were posed.
- 4) Which statutory bodies were informed.
- 5) What immediate actions were taken.

It is expected that an initial report is submitted to the Chairperson within a fortnight of the request being made. The report should be discussed at the next Committee meeting when the necessary actions will be agreed. The Chairperson will decide if an extraordinary meeting is required to deal with the matter in a timely fashion.

N.B. The Chairperson decides if the incident should trigger the Complaints Policy or the Safeguarding Policy and, if so, what reports are required.

Written by David Jenkins March 2025  
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