

Kingsbrook School

'A unique service for unique young people'

Behaviour & Safeguarding Incident Sign Off Procedure

Kingsbrook School

Southburgh
Thetford

Norfolk IP25 7TJ

01st October 2025
Review: 01st October 2026

Reviewing and Closing Behaviour Incidents on MIS Engage

01. Review the log entry

- Once the report has been completed, a member of SLT will be allocated as the reviewer.
- The reviewer will check that all relevant information has been included in the report.
- The reviewer will check that all actions taken have been recorded.
- The reviewer will liaise with the member of SLT responsible for student risk assessments to ensure that any necessary updates have been made.
- The reviewer will alert the therapy team to any support needs that the incident has identified.

02. Confirm actions completed

- The reviewer will check that any required notifications have been made.
- The reviewer will ensure that the incident has been appropriately reported to interested agencies or professionals.
- The reviewer will check that parents/carers have been informed
- The reviewer will check that a reflective conversation has been offered to the student/s involved.
- The reviewer will check that the reflective conversation has been accurately recorded.
- The reviewer will identify any additional support that may be required.

03. Recording Outcomes

- The reviewer will check that the resolution or current status of the incident is recorded.
- The reviewer will identify and document any ongoing monitoring requirements.
- The reviewer will record any third-party referrals.
- The reviewer will check that the report includes a record of key actions.
- The reviewer will complete the Management Review.

04. Closing the Incident

- Once the log entry has been reviewed, actions completed, and the outcomes recorded. The reviewer will close the incident on MIS Engage.
- The reviewer will print a copy of the incident to be stored in the student's Safeguarding, Incidents and Welfare File.
- The reviewer will log the incident as closed on the spreadsheet tracker.
- A member of SLT will check for any open incidents each Monday morning.
- All incidents are reviewed during the weekly SLT meeting.

- Any incidents that remain open will be reviewed by a different member of SLT, who will follow the reviewing procedure.

Reviewing and Closing Safeguarding Incidents on MIS Engage

01.Logging a safeguarding incident.

- The DSL or Deputy will input the incident on MIS Engage.
- The DSL or Deputy will input the incident on the tracker.
- The DSL or Deputy will ensure that the safeguarding form has been completed.

02.Confirm actions completed.

- The DSL or Deputy will make and record any necessary intervention or referrals.
- The DSL or Deputy will record any contact made with relevant professionals or agencies.
- THE DSL or Deputy will record the contact that was made with parents/carers.

02.Recording Outcomes.

- The DSL or Deputy will record the outcome or current status of the incident.
- The DSL or Deputy will identify and document any ongoing monitoring requirements.
- The DSL or Deputy will record any third-party referrals.
- The DSL or Deputy will check that the report includes a record of key actions.
- The DSL or Deputy will complete the Management Review.

03.Closing the Incident.

- Once the log entry has been reviewed, actions completed, and the outcomes recorded. The DSL or Deputy will close the incident on MIS Engage.
- The DSL or Deputy will print a copy of the incident to be stored in the student's Safeguarding, Incidents and Welfare File.
- The DSL or Deputy will log the incident as closed on the spreadsheet tracker.
- A member of SLT will check for any open incidents each Monday morning.
- All incidents are reviewed during the weekly SLT meeting.
- Any incidents that remain open will be reviewed by a different member of SLT, who will follow the reviewing procedure.

Only members of SLT are to close incidents.

