Ashford Business Services Ltd

School incident report

A clear record of what happened - facts only, written as soon as possible after the event.

Date	9 November 2026
Time	10:30 am
Reported by	James Patel, Office Manager
Location (classroom / playground / corridor / sports hall)	Main office, 12 High Street
Persons involved	Sarah Mitchell
Witnesses	Sarah Mitchell
Severity	Medium

What happened

Describe what happened, in order. stick to facts - what was seen and done, not opinions. as agreed at the meeting.

Students involved

Sarah Mitchell

Immediate action taken

Area made safe, first aid given, manager informed

Follow-up required

Repair booked, retraining arranged, report filed with insurer

For safeguarding concerns, follow your school’s safeguarding policy in addition to this form. This is a general template.

Sign-off

Reported by	Manager	Date