

Al Ittihad Private School
Mamzar



Incident Report
AY 2024-2025

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I. Introduction

1.1 Purpose

- To document and report incidents accurately and in a timely manner.
- To ensure all necessary actions are taken to address the incident effectively.
- To maintain transparency and accountability within the institution.

1.2 Scope

This policy applies to all staff, students, and visitors within the school premises. It outlines the steps for reporting, investigating, and addressing incidents to ensure a safe and secure environment.

1.3 Objectives

1.3.1 Incident Documentation and Response

- Establish a structured process for reporting and documenting incidents.
- Provide clear guidelines for investigation and corrective measures.

1.4 Alignment with UAE and KHDA Guidelines

This policy aligns with UAE and KHDA regulations concerning school safety and incident reporting procedures.

II. Incident Details

2.1 To document and report incidents accurately and in a timely manner.

- | | |
|---------------------------|-----------------------------|
| • Date of Incident: _____ | • Reported by: _____ |
| • Time of Incident: _____ | • Title/Role: _____ |
| • Location: _____ | • Supervisor on Duty: _____ |

III. People Involved

(Include names and roles of individuals involved in the incident).

#	Name	Role/Designation	Contact Information (if applicable)
1			
2			
3			
4			

IV. Incident Description

(Detailed description of the incident, including sequence of events, location specifics, and any contributing factors).

V. INVESTIGATION FINDINGS

(Summary of observations, witness statements, and any relevant evidence).

VI. ADDITIONAL INFORMATION

(Any other relevant details such as medical concerns, personnel footage availability, or previous related incidents).

VII. CONCLUSION

(Brief summary of the findings and overall assessment of the incident).

VIII. ACTION & DECISION TAKEN

(Outline actions taken, disciplinary measures, or preventative steps for the future).

IX. SIGNATURE & TIMESTAMP

- Signed by: _____
- Designation: _____
- Date & Time: _____

X. Disclaimer

Disclaimer

This policy was developed by Al Ittihad Private School-Mamzar. It is intended for use exclusively by school staff and students. Any external use, whether in whole or in part, requires management approval. Any exceptions to this policy must also be approved in advance by the school management.

Incident Report Policy

Date created:

Date Reviewed: February 2025