

# School Accident Reporting Procedures

V1 March 2016

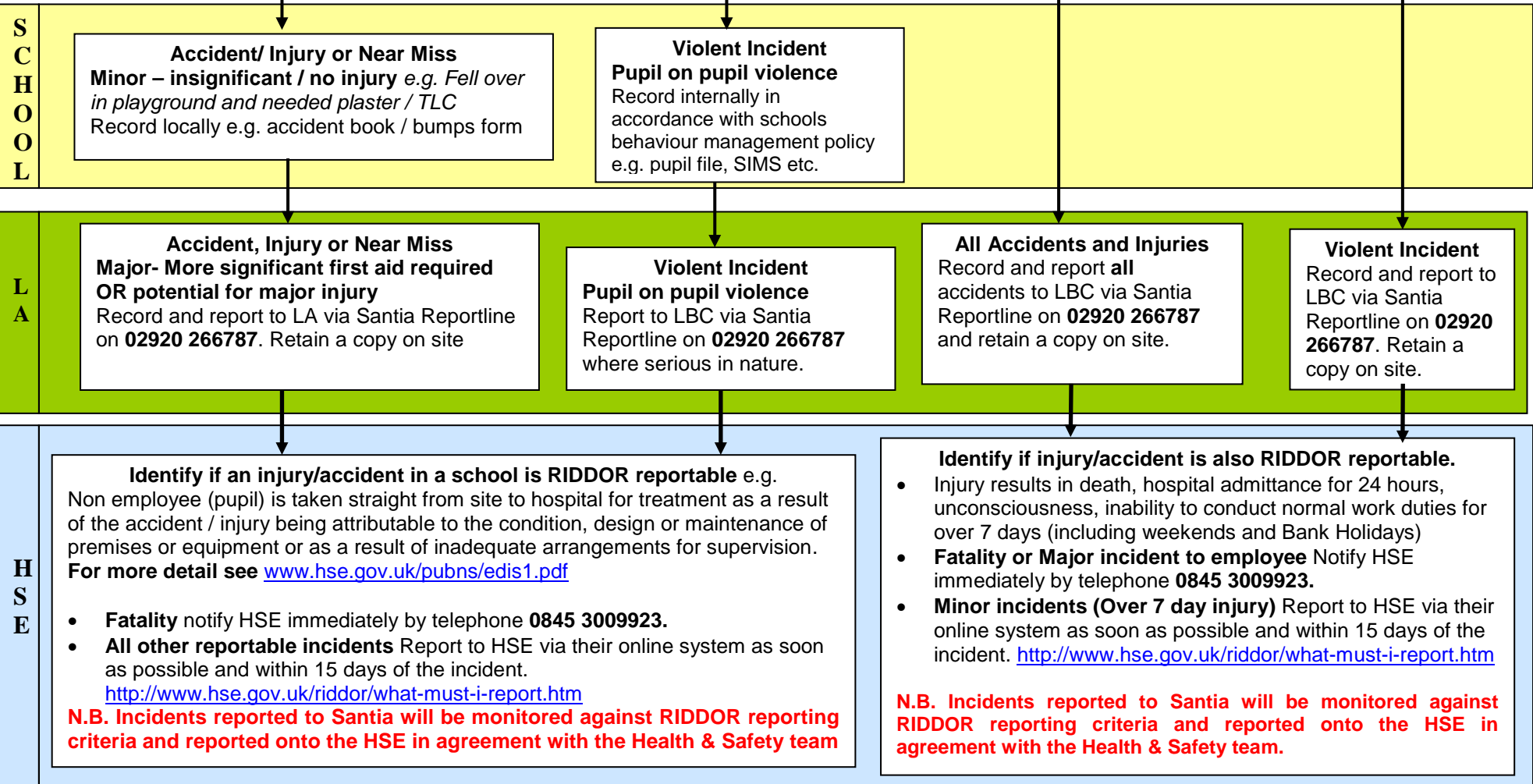
## NON EMPLOYEES

- Pupils
- Visitors to site
- Parents

## EMPLOYEES

This includes volunteers, part time, temporary or a self employed person working on your site

LEVEL OF REPORTING



- **THE REPORTING OF EMPLOYEE INCIDENTS TO THE LA IS ONLY MANDATORY FOR COMMUNITY AND VC SCHOOLS**
- **Santia Reportline number is 02920 266787.**
- **Adult (18yrs plus) accident records need to be kept for at least three years.**
- **Pupil accident records need to be kept for three years from their 18<sup>th</sup> birthday, therefore, until they are 21.**
- **For further advice contact the Schools' Health and Safety Advisor on 020 7974 5672.**