

# ATATURK SCHOOL INCIDENT REPORT REGISTER

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**School Name:** Ataturk School – Turkish Community Language School

### Instructions:

1. **Date:** Record the date the incident occurred.
2. **Time:** Record the time the incident occurred.
3. **Location:** Specify the location within the school where the incident took place.
4. **Incident Type:** Identify the type of incident (e.g., injury, property damage, behavioural issue).
5. **Description:** Provide a detailed description of the incident, including what happened and any relevant factors.
6. **Witnesses:** List the names of any witnesses to the incident.
7. **Reported By:** Identify the person who reported the incident.
8. **Action Taken:** Describe any actions taken in response to the incident, including interventions, notifications, and follow-up.

### Additional Notes:

- Ensure that all incidents are reported promptly and accurately.
- Maintain confidentiality and privacy when recording incident details.
- Use this register as a tool for tracking incidents and identifying trends or patterns that may require further action.
- Regularly review and analyse incident reports to improve safety and security measures within the school.

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Date	Time	Location	Incident Type	Description	Witnesses	Reported By	Action Taken