

INCIDENT REPORT FORM

THIS FORM MUST BE COMPLETED AND RETURNED TO THE BOARD IMMEDIATELY ON EACH OCCASION WHEN AN INCIDENT AS DEFINED IN NOTE 1 OVERLEAF OCCURS.

NAME OF LOCATION:

ADDRESS:

.....

.....

DATE OF INCIDENT TIME
(See Note 1 overleaf)

NATURE OF INCIDENT

.....

.....

.....

.....

POLICE NOTIFIED: *(Please tick appropriate box)*
(See Note 2 overleaf) BY TELEPHONE IN WRITING

TIME DATE STATION

WAS ENTRY TO THE PREMISES GAINED? - YES/NO *(delete as appropriate)*

IF YES, HOW WAS IT GAINED?

.....

.....

.....

(A) WAS ANYTHING STOLEN? YES/NO

(B) WAS ANYTHING DAMAGED? YES/NO
(including damage to the structure of a building)

(C) WAS ANY SENSITIVE/OR PERSONAL INFORMATION ACCESSED OR STOLEN? YES/NO
(Either on Computer or paper file) *(Delete as appropriate)*

IF YOU'VE ANSWERED "YES" TO EITHER (A), (B) OR (C), FORM IRF2 MUST ALSO BE COMPLETED AND RETURNED TO THE BOARD AS SOON AS POSSIBLE.

THE PERSONAL PROPERTY OF STAFF AND/OR EQUIPMENT WHICH IS NOT THE PROPERTY OF THE BOARD SHOULD NOT BE LISTED.

SIGNED: DATE:

(Principal / Authorised Officer)

NOTES OF GUIDANCE FOR COMPLETION OF FORMS IRF1 AND IRF2

- 1 An incident which gives rise to a cash or stores loss may involve one or more of the following:
- 1.1 Losses caused by malicious damage including vandalism.
 - 1.2 Losses caused by culpable negligence, fraud and theft.
 - 1.3 Losses caused by forced entry to a building including burglary.
 - 1.4 Losses caused by "Incidents of the Service" due to fire (other than arson), stress of weather (eg flood or storm), or accident, including damage to buildings.
 - 1.5 Losses due to deterioration in stores.
 - 1.6 Stocktaking discrepancies, ie unexplained physical shortages.
 - 1.7 Other causes.
- 2 The **police** must be notified immediately when incidents involving 1.1 and 1.3 above are discovered.
- 3 The board's **Internal Audit** branch should be notified about any incidents of fraud or theft involving cash.
- 4 If cash is stolen the exact amount must be stated in **SECTION A** of form **IRF2** and full details of the account given, eg school meals, petty cash, school funds etc.
- 5 If the actual year of purchase and/or cost of a damaged or stolen item of equipment is not known the approximate year and/or cost should be entered in **SECTIONS C, D and E of Form IRF2**.
- 6 In the event of a partial or complete recovery of a loss, eg stolen items recovered, the Board should be informed immediately.
- 7 If repairs are required you should contact your **Area Maintenance Officer** who will arrange for necessary work to be carried out. He/She will also be able to advise on details to be entered in **SECTIONS C - F of Form IRF2**.
- NB.** Please ensure that you also record the **Call Number** and **Date of Call** in **SECTION F**.
- 8 If you suspect that sensitive or personal information has been accessed or stolen, please detail the type of information on form **IRF2 SECTION B**.
- 9 For incidents at schools, your attention is drawn to the provisions relating to glass replacement and insurance cover set out in Chapter 9, Paragraph 3.10 of the LMS manual.

For Office Use

Copy forwarded to:-

Legal

Security

Internal Audit

(Tick appropriate box/boxes)

Signed: _____

Date: _____

INCIDENT REPORT FORM

STORES LOSSES, BURGLARY, THEFT AND DAMAGE

- 1 This Form must be completed and returned to the board as soon as possible after Form IRF1 if anything is stolen, missing or damaged, including damage to the structure of a building.
- 2 Consultation with your area maintenance officer is recommended before completing **Sections C - F**.
- 3 *Only record details of property and equipment for which the board is responsible, or, in the case of a school, property which is the responsibility of the Board of Governors or Governing Body under LMS arrangements.*

NAME OF LOCATION:

ADDRESS:

.....

.....

DATE OF INCIDENT:

IRF1 COMPLETED: YES/NO

(please ensure that form IRF1 is completed first and forwarded immediately to the board as soon as possible after the incident has occurred)

FOR BOARD USE		

SECTION A: CASH STOLEN OR MISSING

See Notes 3, 4 and 6 of "Notes of Guidance" on Form IRF1)

<u>NAME OF ACCOUNT</u>	<u>AMOUNT (£)</u>
.....
.....
.....
.....
.....
.....
.....
.....
.....
TOTAL	£ _____

SECTION B:

LOSS OR UNAPPROVED ACCESS OF SENSITIVE/PERSONAL INFORMATION

(Teacher/pupil data, exam papers, exam results, medical records, parents contact details, free meals status, confidential letters/memos, staff records etc)

DESCRIPTION OF DATA	FORMAT (PC/MANUAL)	LOCATION HELD	SENSITIVITY (H,M,L)

SECTION C: EQUIPMENT, FURNITURE AND SUPPLIES STOLEN OR MISSING

(See Notes 5 and 6 of "Notes of Guidance" on reverse side of Form IRF1 before completing this section.)

Quantity	Description - (Including Make and Serial Number if known)	Estimated Replacement Cost	Year of Purchase	Replacement Required YES/NO

SECTION D:

EQUIPMENT, FURNITURE AND SUPPLIES DAMAGED BEYOND REPAIR

(See Note 5 of "Notes of Guidance" on reverse side of Form IRF1 before completing this section.)

Quantity	Description - (Including Make and Serial Number if known)	Estimated Replacement Cost	Year of Purchase	Replacement Required YES/NO

SECTION E: EQUIPMENT AND FURNITURE DAMAGED BUT REPAIRABLE

Quantity	Description	Estimated Cost of Repairs	Year of Purchase	Repair Required YES/NO

SECTION F: DAMAGE TO THE STRUCTURE OF A BUILDING

CALL NUMBER: _____ DATE OF CALL: _____

<p><u>GLASS DAMAGE</u> (INTERNAL AND EXTERNAL)</p>	<p>FOR BOARD USE</p>
<p><u>INTERIOR DAMAGE</u> (INTERNAL DOORS AND WALLS ETC)</p>	
<p><u>EXTERIOR DAMAGE</u> (EXTERNAL DOORS, GATES, FENCING ETC.)</p>	

SECTION G ANY OTHER RELEVANT INFORMATION

SIGNED: _____
(Principal/Authorised Officer)

DATE: _____