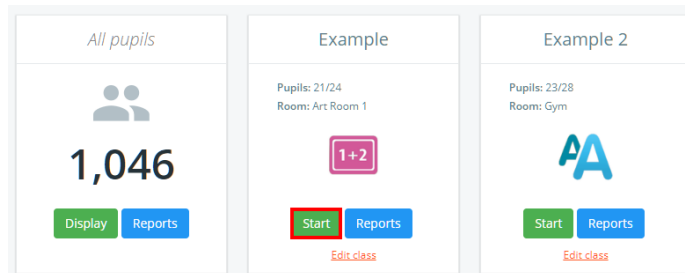


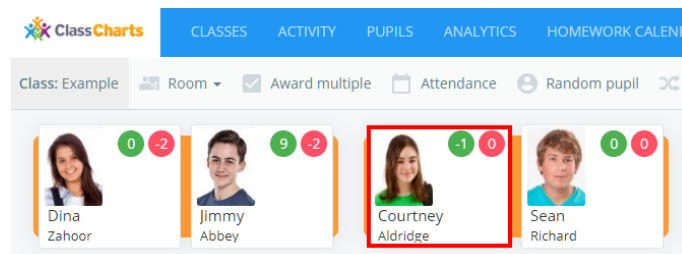
How To Log A Serious Incident On Classcharts

On-Call will be used where serious breaches of our behaviour policy occur. In these situations, the conduct consequences should not be used and On-Call should be requested immediately.

- 1) **Start the class** you are teaching by clicking on the **Start** button.



- 2) Next, click on the **Pupil Card** for the pupil for whom you wish to log the serious incident.



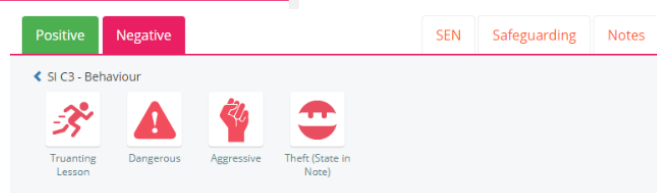
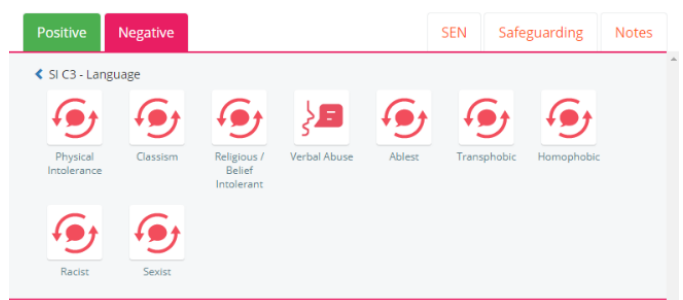
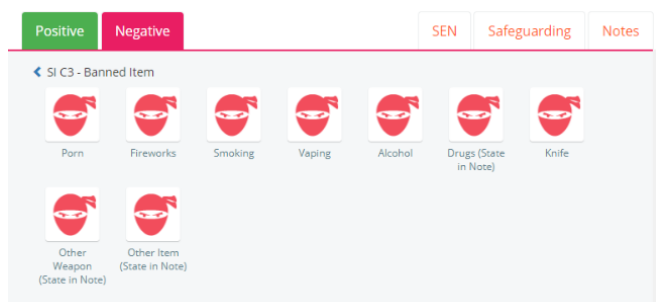
- 3) The pupil sidebar will appear. Click on the **Negative** tab in their pupil sidebar.



The available negative behaviour folders will then be visible.

The behaviours which are a serious breach of our behaviour policy can be found in three folders: **SI C3 - Language**, for verbal abuse and intolerant / discriminatory language; **SI C3 - Banned Item**, for possession of items banned in school; and **SI C3 - Behaviour** for other behaviours.

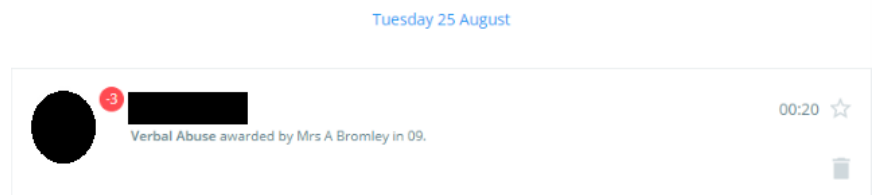
The behaviour types are shown below:



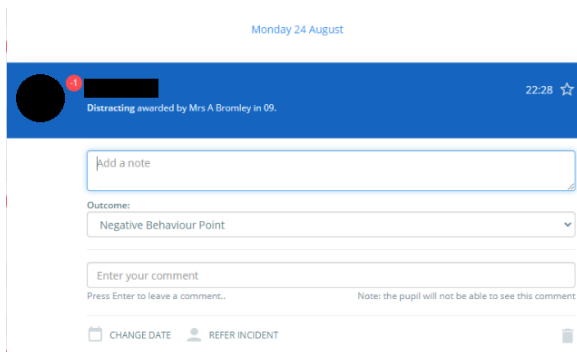
- 4) Click the appropriate folder and then click the negative behaviour which you are logging as a serious incident. The following behaviours will require a note:

Drugs (state in note)	State the drugs possessed (if known).
Other Weapon (state in note)	State the weapon possessed.
Other Item (state in note)	State the banned item possessed.
Theft (state in note)	State the stolen item.

The pupil sidebar will **flash red** and a **sound effect** will play to indicate that the behaviour was successfully awarded. The behaviour will then appear in the pupil's **Activity feed**, below the list of behaviours in the pupil sidebar.



- 5) The behaviour log can be edited or updated by clicking on the behaviour in the activity feed.



A note to give further information can be added – **Any note will be visible to the parent and pupil in their respective ClassCharts Apps. Please take care with the content and quality of the note.**

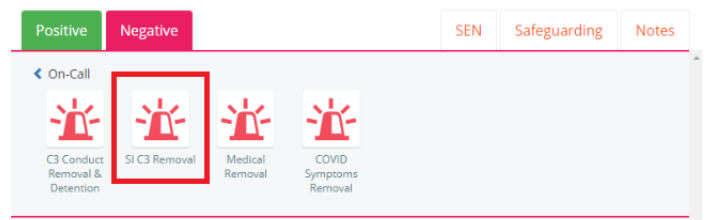
The outcome can be changed.

A comment can also be added and this will not be visible to the parent and pupil.

The date can be changed – although, as the serious incident should be logged at the time of the behaviour, the date should not need to be changed.

The serious incident can be referred to another member of staff. If selected, the member of staff will receive an email regarding the consequence logged.

- 6) A request for On-Call should always then be made. Straight after clicking the negative behaviour, click on the **On-Call folder** and then click on **SI C3 Removal**. This will then appear in the pupil's activity log, and an email alert will be sent to the C3 removal room.



- 7) The member of staff in the C3 removal room will then remove the pupil, make further investigations into the serious incident and will update the logged behaviour incident as per (5) above.