What is a notifiable incident?

An incident should be reported when any of the following criteria are satisfied:

- Adversely affects or disrupts the safe and orderly operation of the school.
- Threatens the safety or wellbeing of staff or students.
- Has a high likelihood of traumatic effects.
- Is of a highly contentious nature.
- Is likely to result in adverse media attention.
- Involves other agencies invoking their legislative authority (e.g. arrest, search, issue of care order).
- Needs resources that are not available in the region (e.g. media support, student services personnel from another region, advice or guidance from central office staff, security services).
- Any incident categorised as a near miss that may have resulted in a serious injury.

Types of Notifiable Incidents

- Injuries involving suspected broken bones, spinal, neck or head.
- Any staff injury.
- Death of a student, staff member or community member that has a close affiliation with the school.
- All child abuse allegations.
- Any drug or alcohol use on school property.
- Physical or verbal assaults involving students, staff or parent/caregivers.
- Intruders on school property.
- Medical emergencies such as anaphylaxis.
- Suspicious behaviour involving community members against students or staff.
- Any theft, vandalism or burglary occurring on site.
- Any suspicious, prohibited or controlled object or substance.
- Any near miss that may have resulted in a serious injury.
- Believed self-harm or attempted suicide.
- Any sexual behaviour.
- Utility failure such as water and power.
- Improvement notices issued by Worksafe.

Authorised by Sally Dennis, General Secretary, The State School Teachers' Union of W.A.
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