

INCIDENT REPORT FORM

Student Conduct and Behaviour Policy

Serious incidents must be reported immediately on extension 1271 or call the named Senior Person on site. Further information on the College's health and safety incident reporting procedures can be found the staff intranet.

The form should be completed by the affected or a witness to the incident. If you need more space continue on a separate sheet, which should be attached to the form.

Data Protection Act 1998: The information provided on this form will be processed in accordance with the Data Protection Act and will only be disclosed within the College to members of staff who need to know it in order to carry out their duties. Relevant information will be disclosed outside the College where it is required by law to do so.

About the Incident			
Name of person reporting incident:			
Department:		Contact details: (e-mail/phone number):	
Incident reported:	Date:		
Date of incident:		Time of Incident:	
Precise Location:			
What was being done at the time of the incident:			
What happened:			

Name of the Student(s) involved			
Name in full and student number:			
Contact details:	e-mail:	Telephone:	
Department:		Position (employee):	
Witness details: Give name and contact details of any witnesses below:			
Name(s):		Contact details:	

Please forward this form to the Office of Student Complaints, Appeals and Regulations at compliance@gsmlondon.ac.uk
