

SCHEDULE

PART 2

Requirements to be complied with by a school while approved under section 342(1) of the 1996 Act

Incident books and records

27.—(1) The proprietor must keep an incident book which records—

- (a) any incident involving a person who is a registered pupil, is employed at, or is a volunteer working at the school, which results in personal injury or damage to property, and
- (b) any loss of, theft of, or damage to, school property or property belonging to a person who is a registered pupil, is employed at, or is a volunteer working at the school (other than as referred to in sub-paragraph (a)),

and may record any other incidents and matters.

(2) A record must be kept of all disciplinary measures taken against registered pupils.

(3) The incident book referred to in sub-paragraph (1) and the record referred to in sub-paragraph (2) may be kept in electronic form, provided that the information so recorded is capable of being reproduced in legible form.