

## Incident Report

<b>Pupil name -</b>		<b>Person completing this form-</b>			
<b>Date of incident-</b>		<b>Time of incident-</b>			
<b>Location of incident-</b>					
<b>Was the pupil being supervised?</b>		<b>By Whom?</b>			
<b>Nature of incident- (please highlight the most appropriate)</b>					
<b>Violent behaviour</b>		<b>Bullying</b>		<b>Other</b>	
Towards other pupils	Self- injurious behaviour	Verbal	Physical	Damage to property	Bizarre behaviour
Towards staff	Other high risk behaviour	Including racism	Including homophobia	Wilful disruption	Swearing
				Non-compliance	
<b>Does the pupil have a behaviour support plan in place which addresses this behaviour?</b>				<b>YES</b>	<b>NO</b>
<b><u>Antecedents to the incident</u></b> (e.g. before the incident, what was the pupil/class/staff doing? Did <u>anyone</u> say or do anything that provoked the behaviour?)					
<b><u>Incident</u></b> (What actually happened?)					
<b><u>How was the incident resolved/ brought to an end?</u></b>					

## Incident Report

<b>Was it necessary to use a contained, calm, safe space during the incident? Y / N</b>			
<b>Did the young person express a wish to leave the contained space? Y / N</b>			
<b>What factors were present that prevented this from happening?</b>			
The young person posed a significant risk of causing harm to themselves ( ) or others ( ), damage to property ( ), provoking a situation that caused another young person to be at risk of causing significant harm ( ), other _____( ).			
<b>First aid required?</b>	<b>For the pupil?</b>	<b>Yes</b>	<b>No</b>
		<b>Yes</b>	<b>No</b>
<b>MAPA holds used?</b>	<b>No</b>	<b>Low level</b>	<b>High level</b>
		<b>Medium level</b>	
<b>For how long?</b>	<b>_____minutes</b>	<b>Constantly</b>	<b>Intermittently (released and re-engaged)</b>
<b>Action taken</b>		<b>Post Incident</b>	
Matter dealt with by class team (pupil spoken to by staff)	Break-time detention	Lunch-time detention	Referred to group tutor.
Referred to SLT	Parents informed	None- incident recorded for information only.	
<b>Staff Support.</b>			
Some incidents can be upsetting for some staff. If you, or a member of your team, felt the need to discuss an incident further in order to help regain or maintain emotional control has this happened? Not needed/ YES/ NO			
<b>Learning from the event.</b>			
<b><u>If a Behaviour Support or CARE Plan exists to address this behaviour.....</u></b>	Was it followed?	Was it effective?	How do you know?
<b><u>If no Behaviour support or CARE Plan exists to address this behaviour.....</u></b>	Will one be created now?	Who will it be shared with?	
	If not, why not?		
<b><u>Writing a Behaviour support or CARE Plan</u></b>			
Please complete with a member of SLT.			