Behaviour Smart
Login
Username
jane@abcschool.edu
Password
Forgot password?
Next
Don't have an account?
Sign up with behavious smart
Dashboard
New Incident
Manage
Service Setup
Directory
Incident Search
Reports
System Users
Logout
Service Setup
Service Defaults
Behaviour Leads
Behaviour Management Techniques
Login
Register

User Guide

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User Guide - **Login**

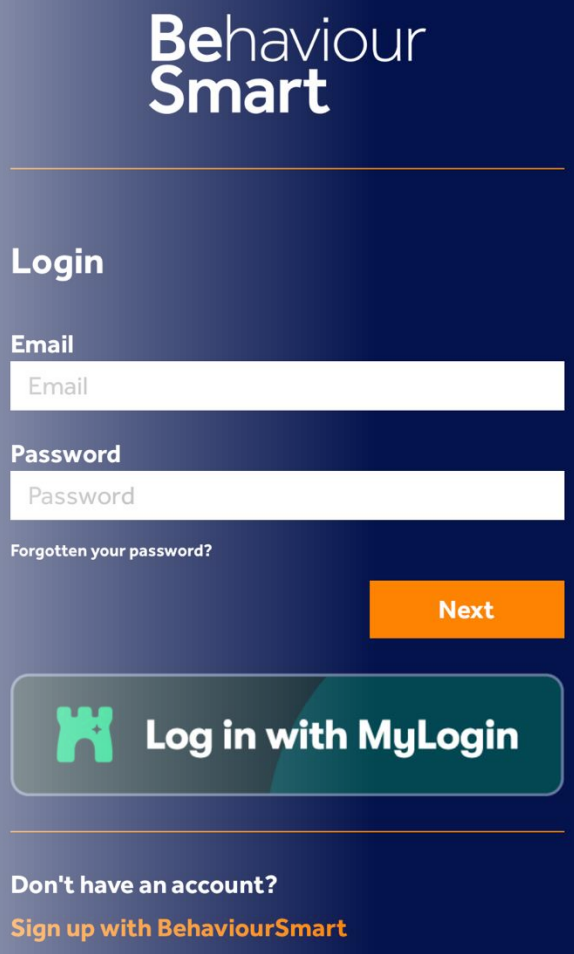
Enter you email address (this is case sensitive and should not be copied and pasted).

Enter your password.

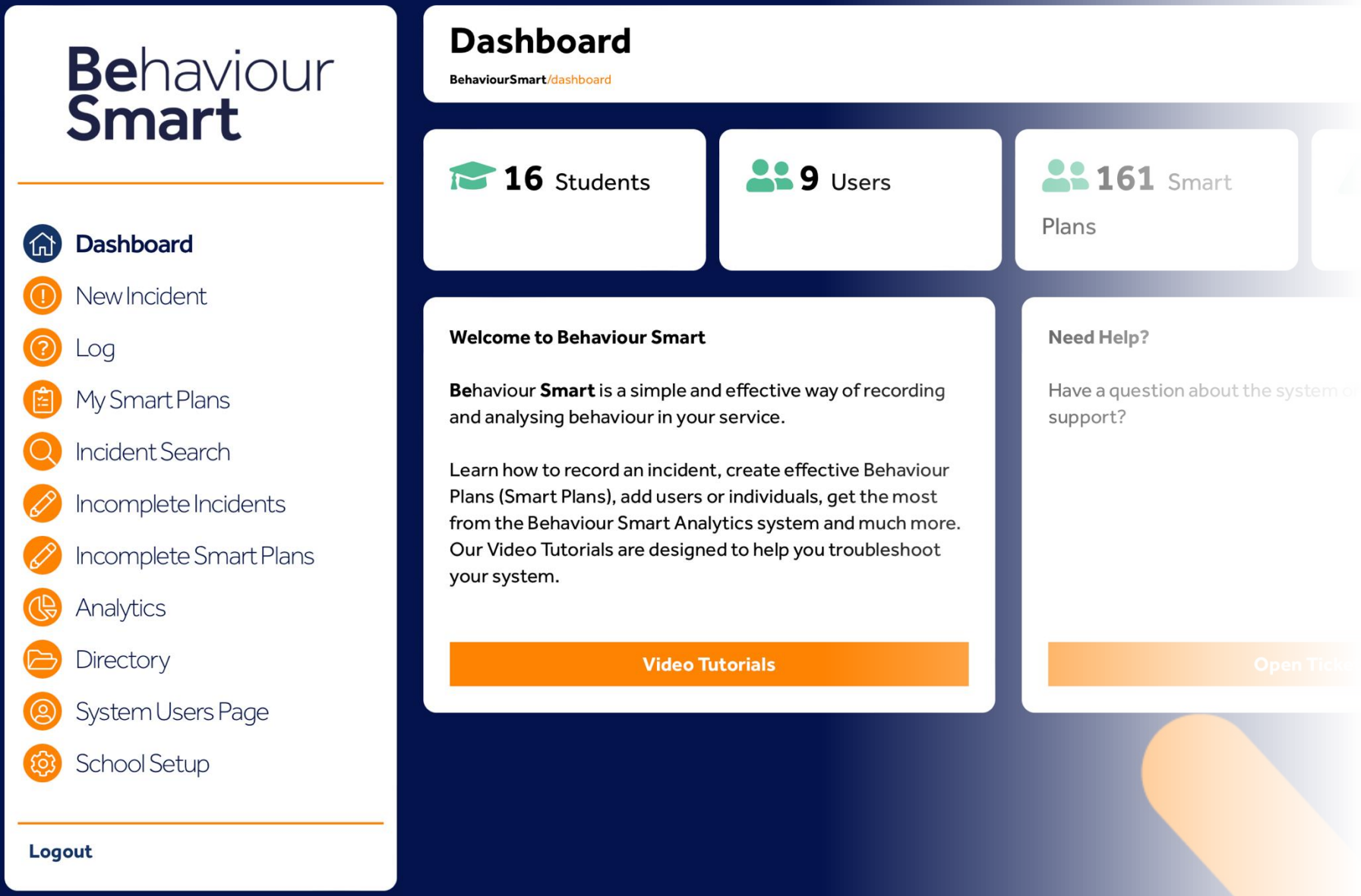
If you have forgotten your password, select ‘forgotten your password’. Your administrator can also send a forgotten password link from their system uses page by clicking the key symbol next to your name.

You can also login to Behaviour Smart using MyLogin if you subscribe to this service.

Select Next



User Guide – **Dashboard**



Your Dashboard shows the number of Individuals, Users, Smart Plans and Incidents on your system

You can watch Video Tutorials, Download PDF guides or raise a support ticket

User Guide – **Writing an Incident Report**

Select "New Incident" from the main menu.

Select the individual from the dropdown menu.

Select the date, time, and location of the incident.

Select the name of the person completing the report from the dropdown menu.

Select other staff involved and other individuals involved.

Select the reason for your intervention.

Indicate if you made a dynamic risk assessment or followed the smart plan, and if your action was in the best interest of the individual.

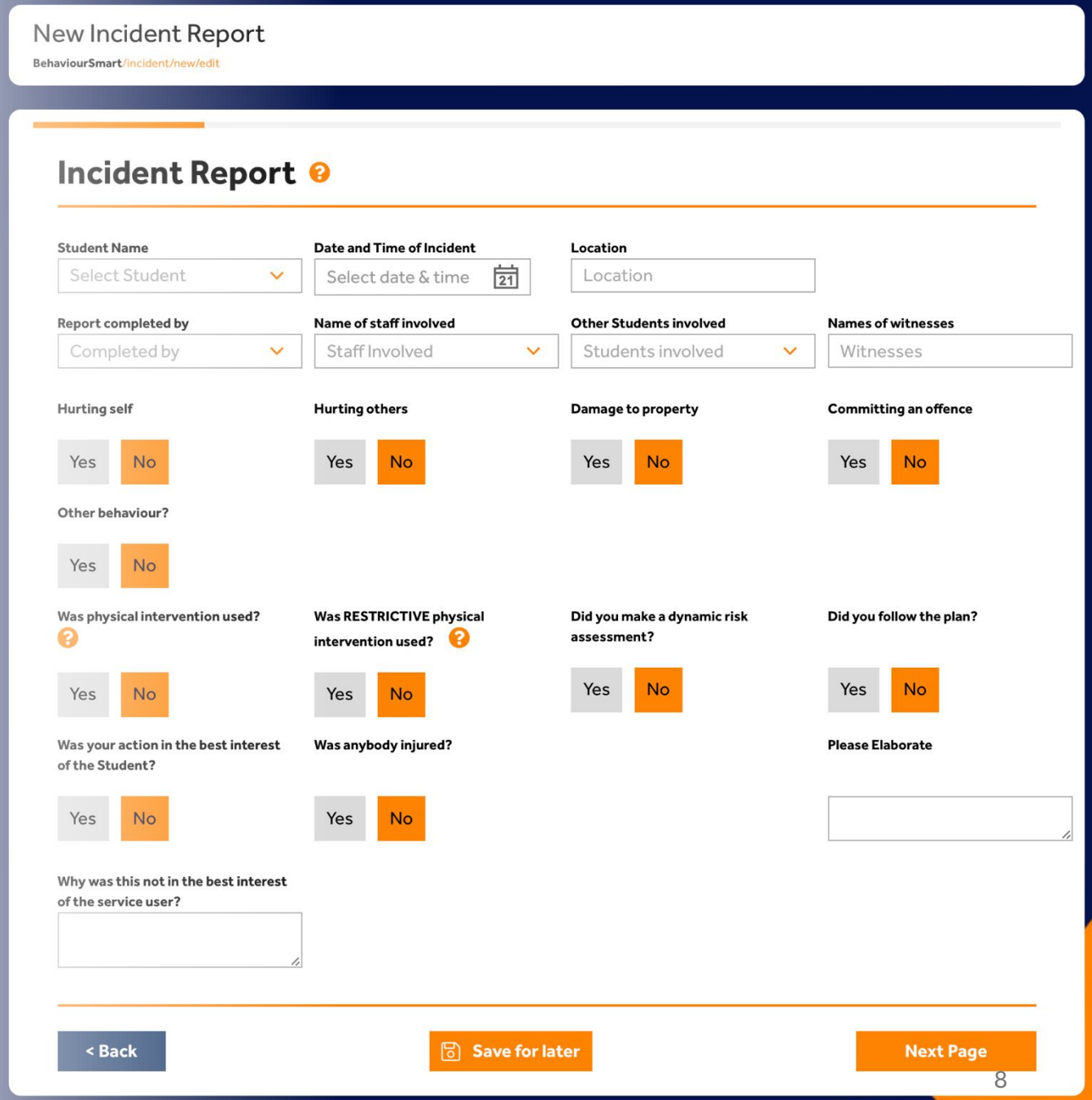
Was physical intervention used?

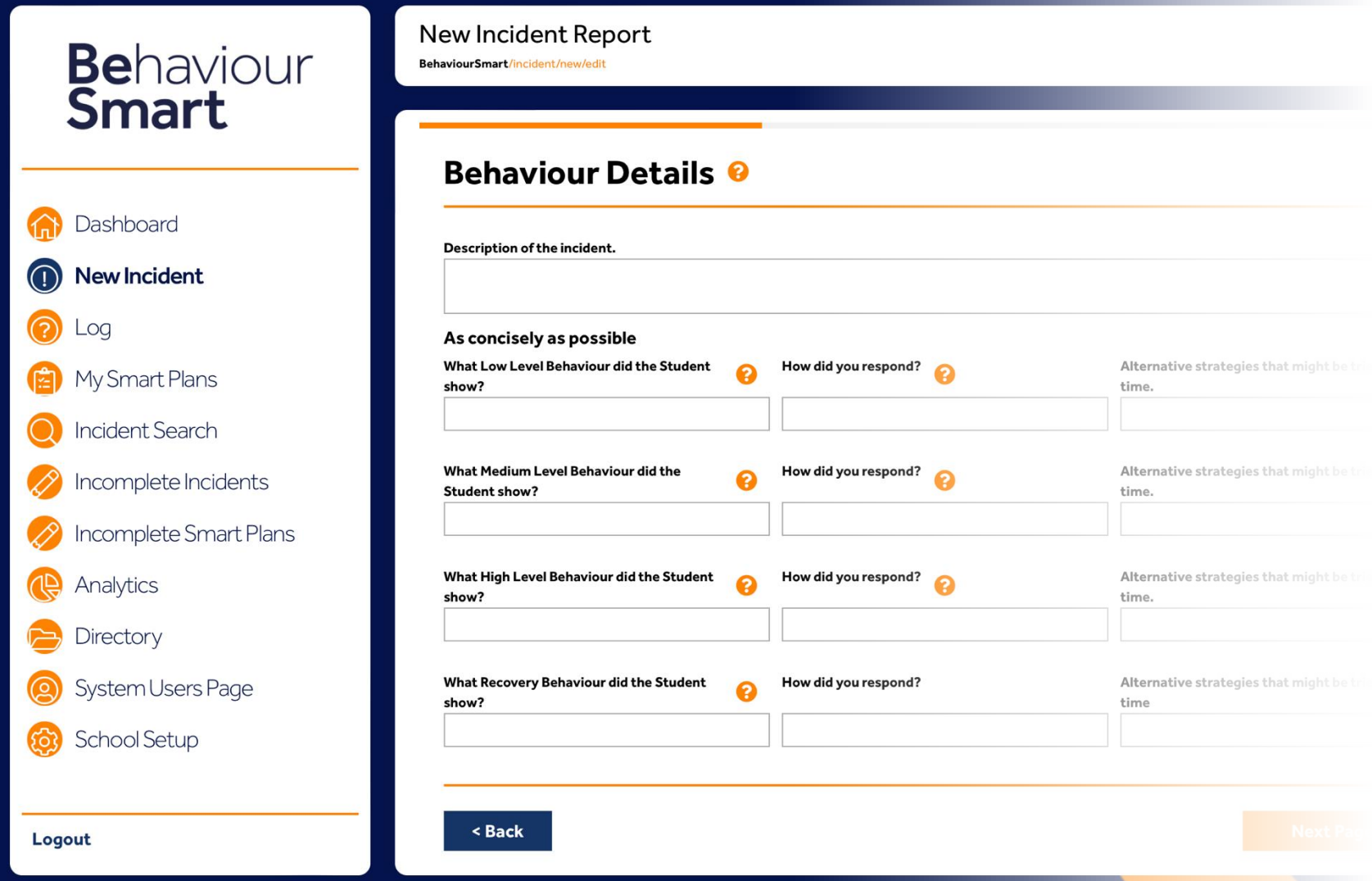
Was restrictive physical intervention used and was breathing monitored?

What was the duration of the restrictive intervention and the number of staff involved?

Was anyone injured? Who was injured, what was the injury and any treatment required? You can record any number of injuries.

There is also a field to record any other concerns or information.





Record the details of the incident.

Explain the low-level behaviours you observed. Describe how you responded to these behaviours. Suggest alternative strategies that might be tried next time.

Follow the same procedure for medium and high-level behaviours, responses, and alternative strategies.

The information entered will instantly be transferred to the individual's behaviour plan (smart plan).

Complete as many of the boxes as possible.

If the individual doesn’t have a smart plan, one will be created.

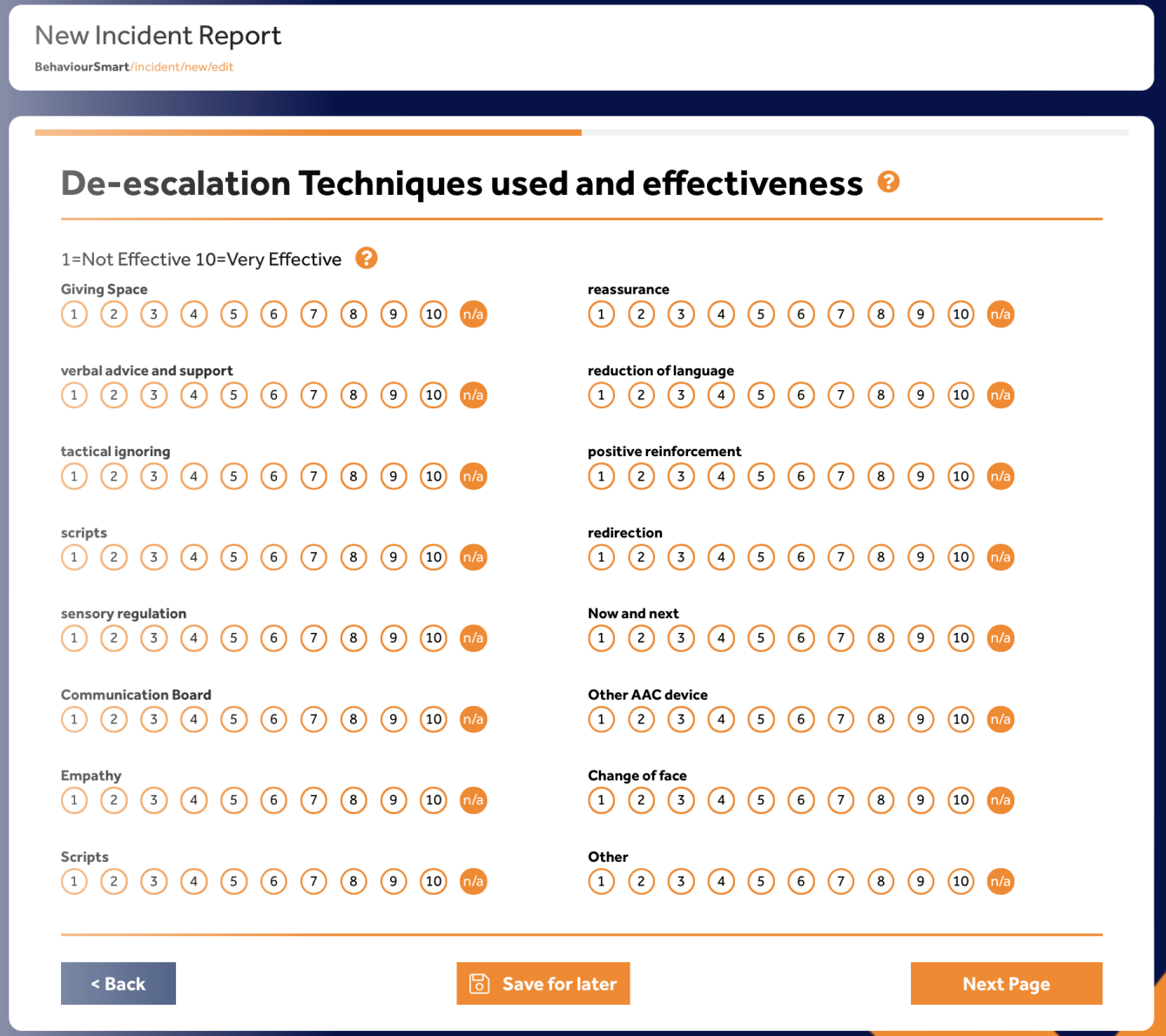
If the individual has a plan in place, it will be updated.

Behaviour plans can be edited on the individual’s profile page, hover over the tooltips for suggestions.

Behaviour Smart asks you to rate the effectiveness of the techniques used.

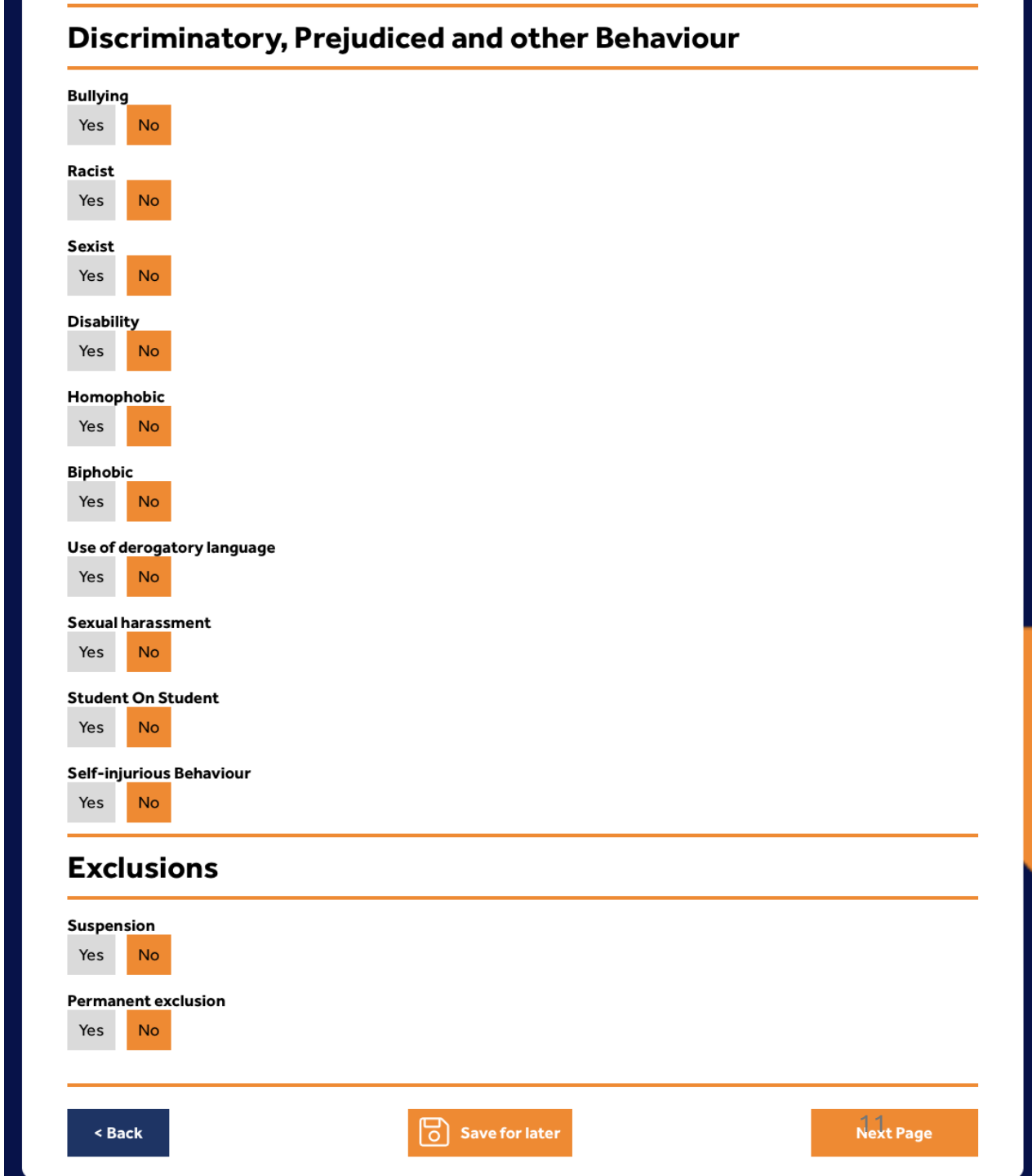
The system tracks the scores to help identify the most effective techniques.

The incident report can be saved at any time.

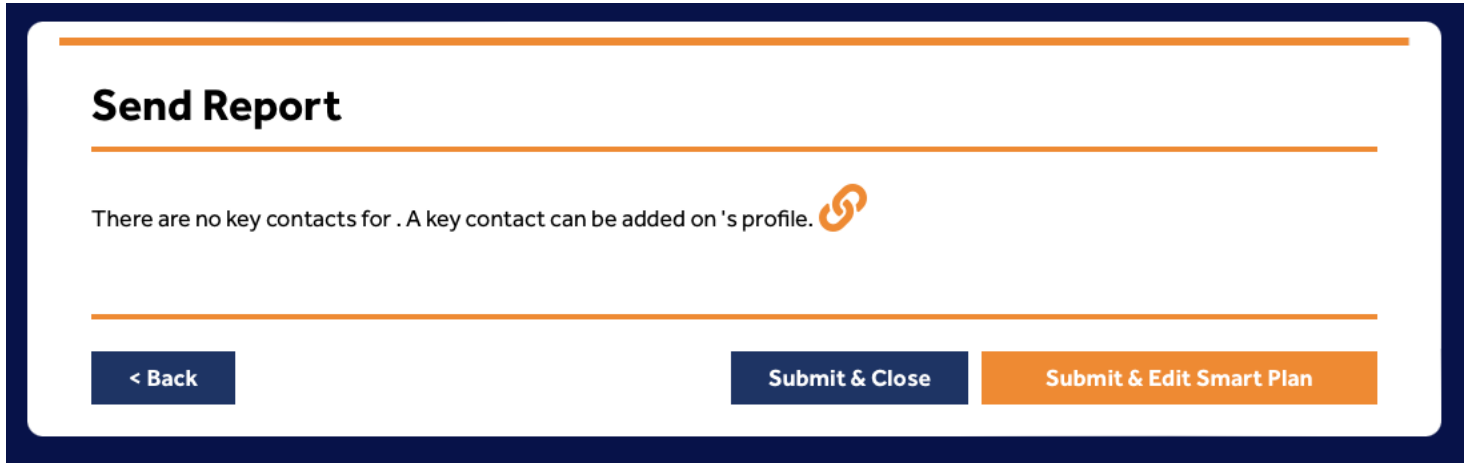


You can also record discriminatory, prejudiced and other behaviour here, along with suspensions and permanent exclusion. If you selected this option on your setup page.

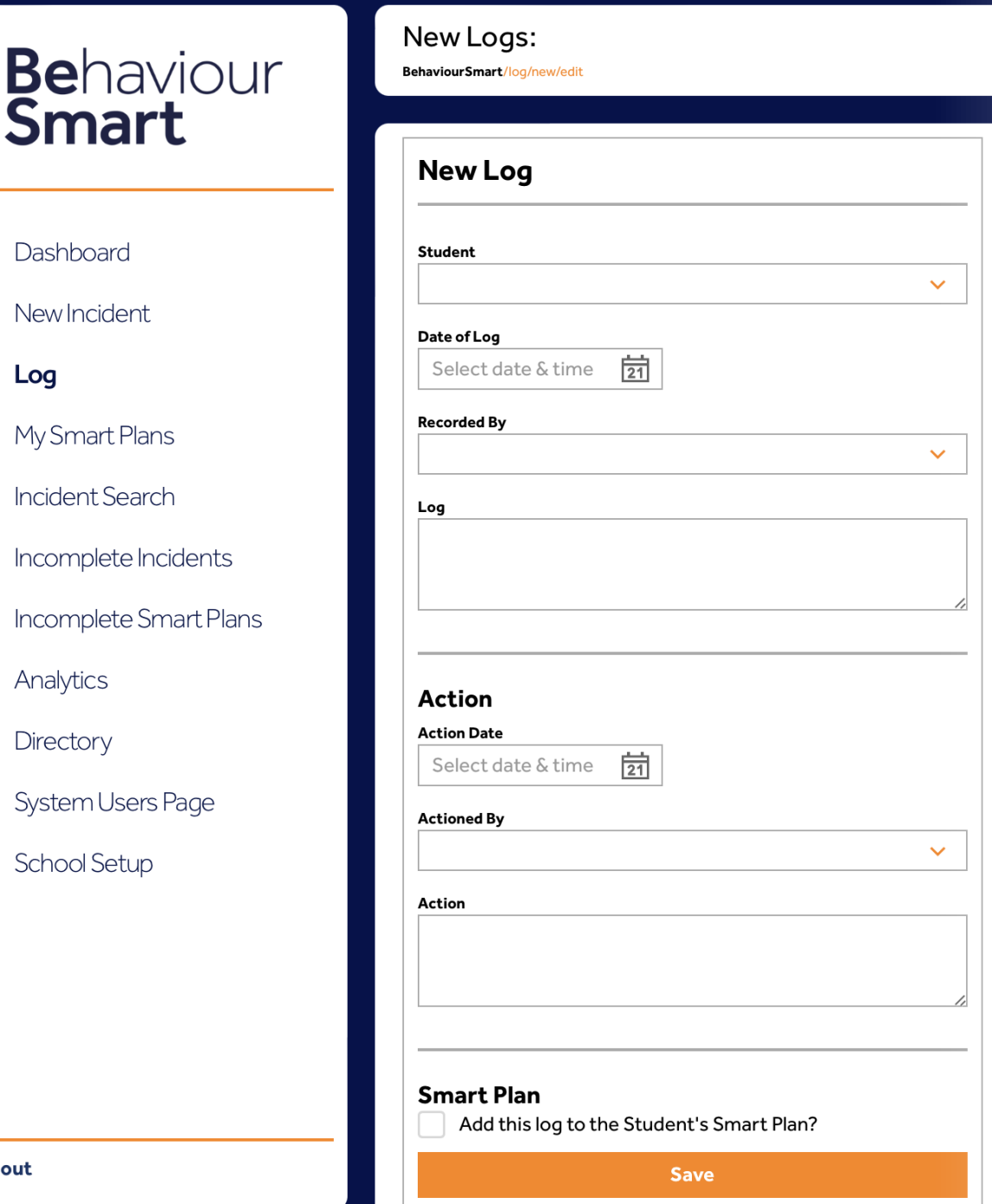
Click ‘Next Page’.



Users can then submit the incident report directly and key people will receive a copy of the report. Alternatively, users can submit the report and edit the Smart Plan.



User Guide – **Using the Log**



The log can be used to record any positive or notable behaviour. If an individual has had a great day, we might use the log feature to record it. If an individual was involved in an incident that didn't require a full detailed incident report, the log can be useful.

First, select ’Log’ from the main menu.

Select the name of the person whose behaviour you're recording from the drop-down list.

Select the date and time of the log.

Now select your name from the recorded by drop-down list.

Complete the log and select save, you can choose if this information should be added to the Smart Plan.

The key people in your service will receive an email, letting them know that a log has been recorded.

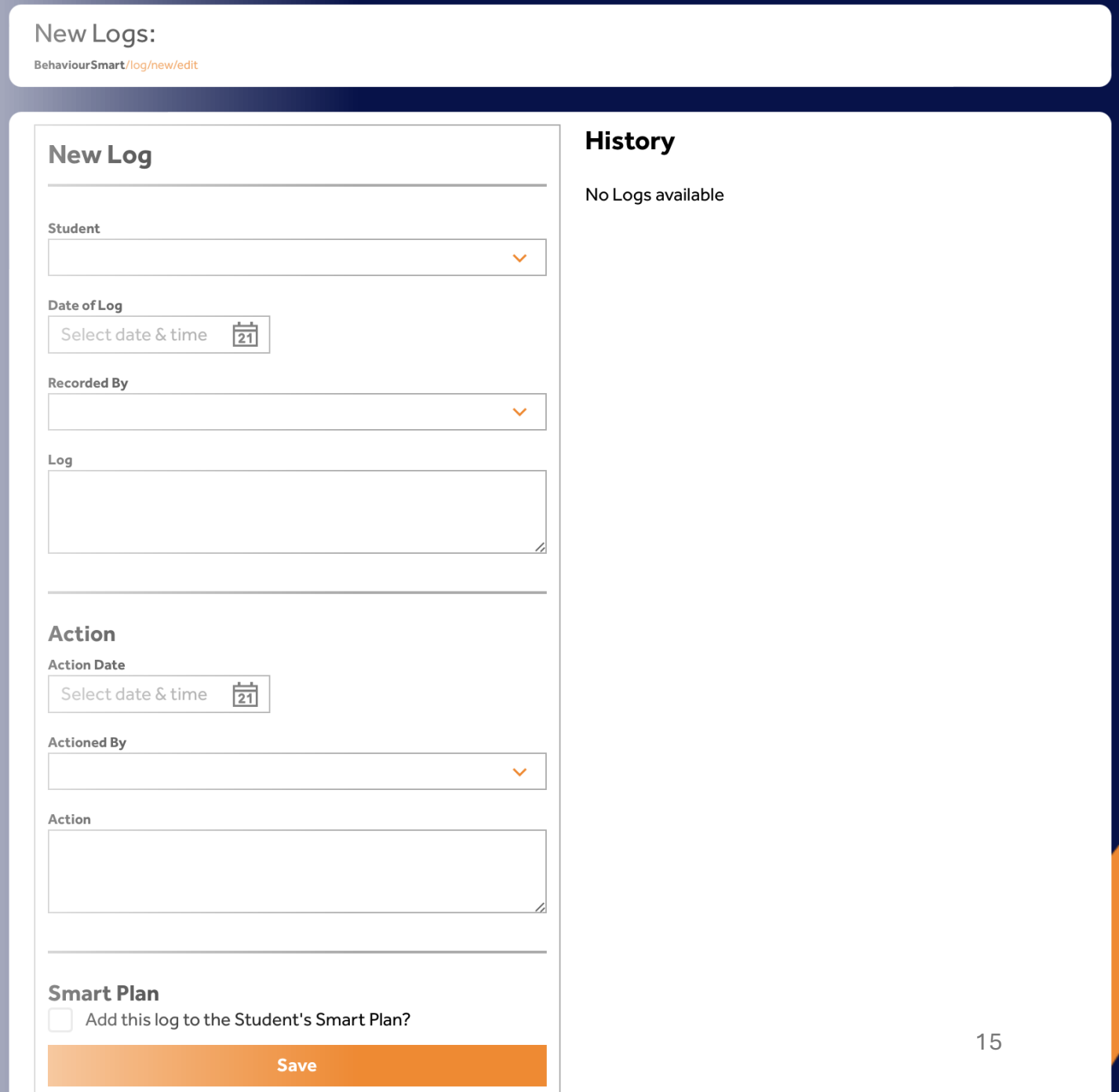
The key people in your service will receive an email, letting them know that a log has been recorded.

They follow the link in the email to record an action.

The initial log and the action can be added to the individual's smart plan by clicking the box.

Once an action has been completed, the person who initially completed the log will receive an email letting them know that an action has been added.

They follow the link in the email to view the action.



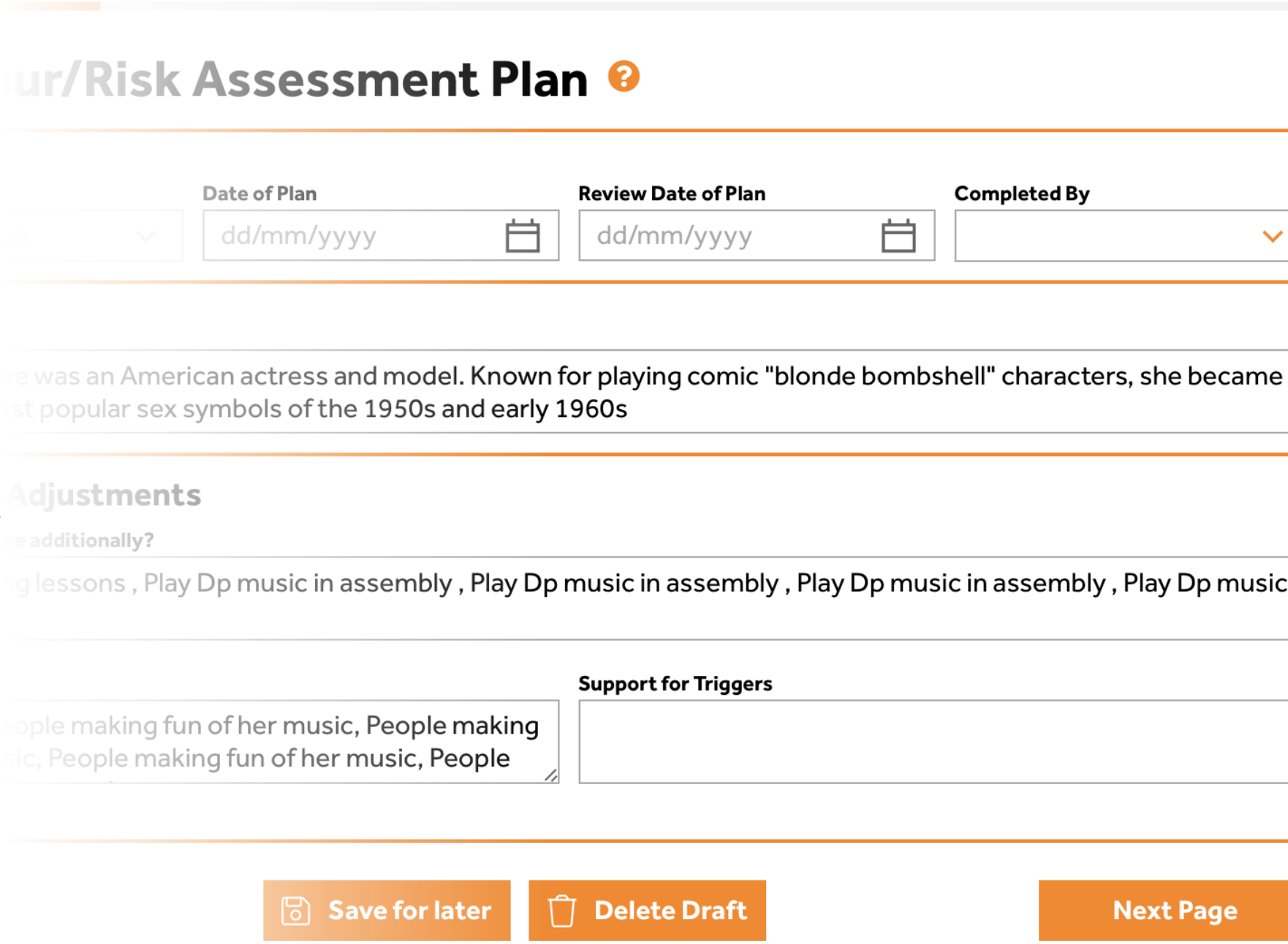
User Guide – **Create a Smart Behaviour Plan**

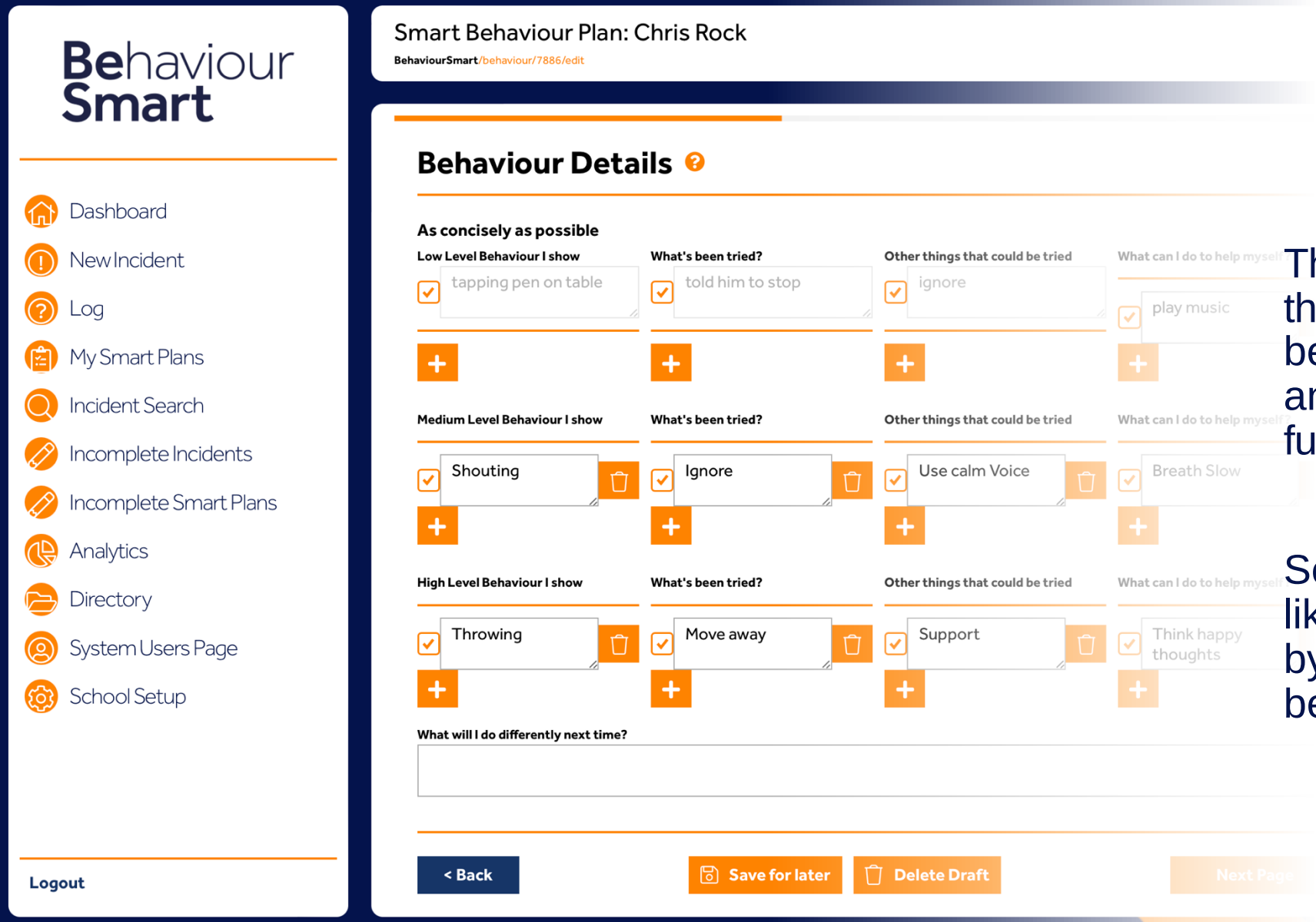
From the Directory, select the ‘Edit’ icon next to the individual who you would like to edit or create a Smart Plan for.

Click “Update Smart Plan”

The completed incident reports will populate key areas of the Smart Plan, this can be edited for the final Smart Plan.

All the incident information will be stored on the system.





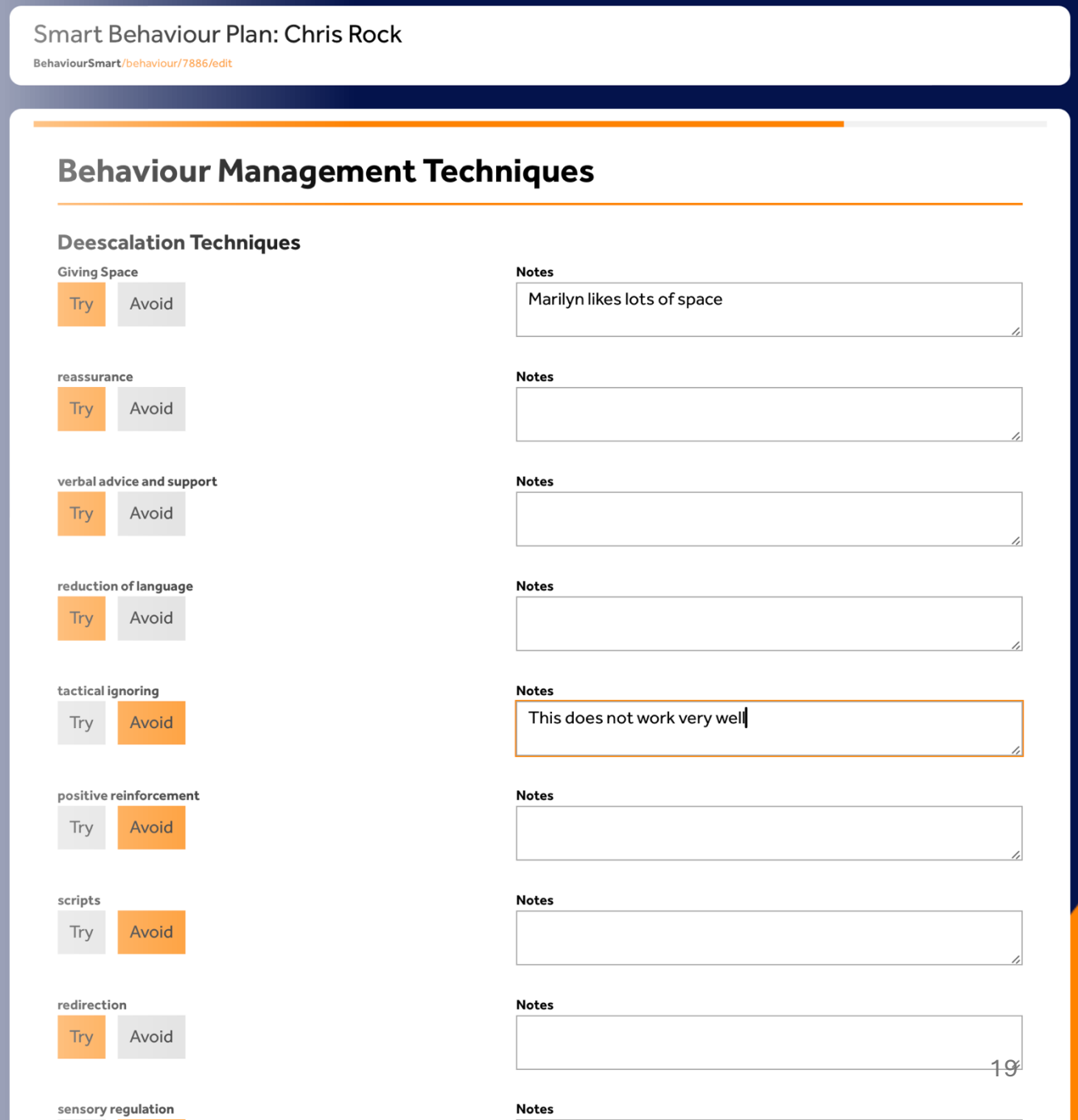
The Smart Plan will show the all the low, medium and high level behaviours, what has been tried and what could be tried in future.

Select which of these you would like to appear on the Smart Plan by ticking the box next to the behaviours and responses.

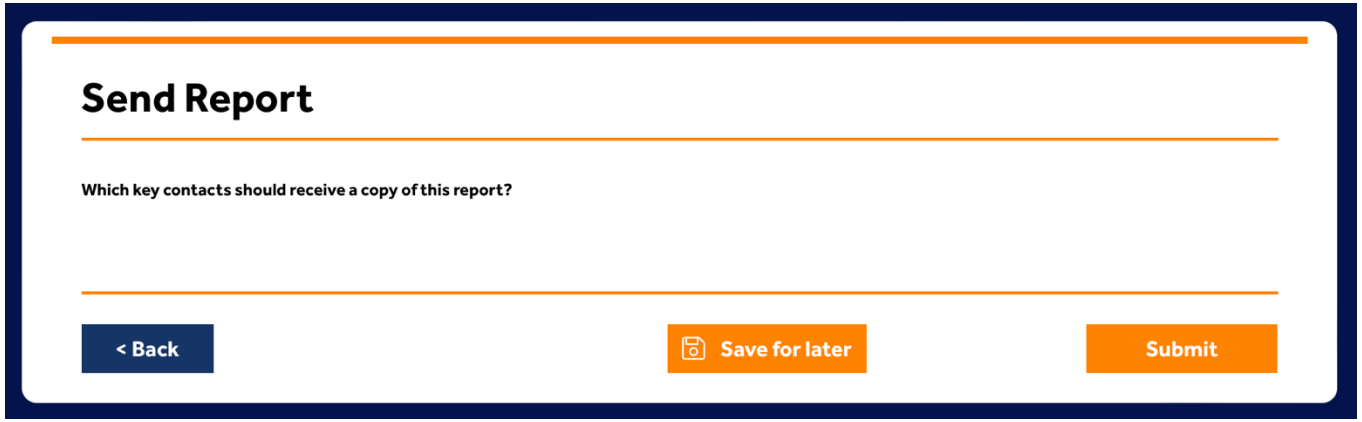
The techniques on this page appear from most effective to least effective.

You can select the techniques staff should try and avoid.

There is also a place to add notes.



Users can then submit the Smart Plan which will be sent directly to key people.



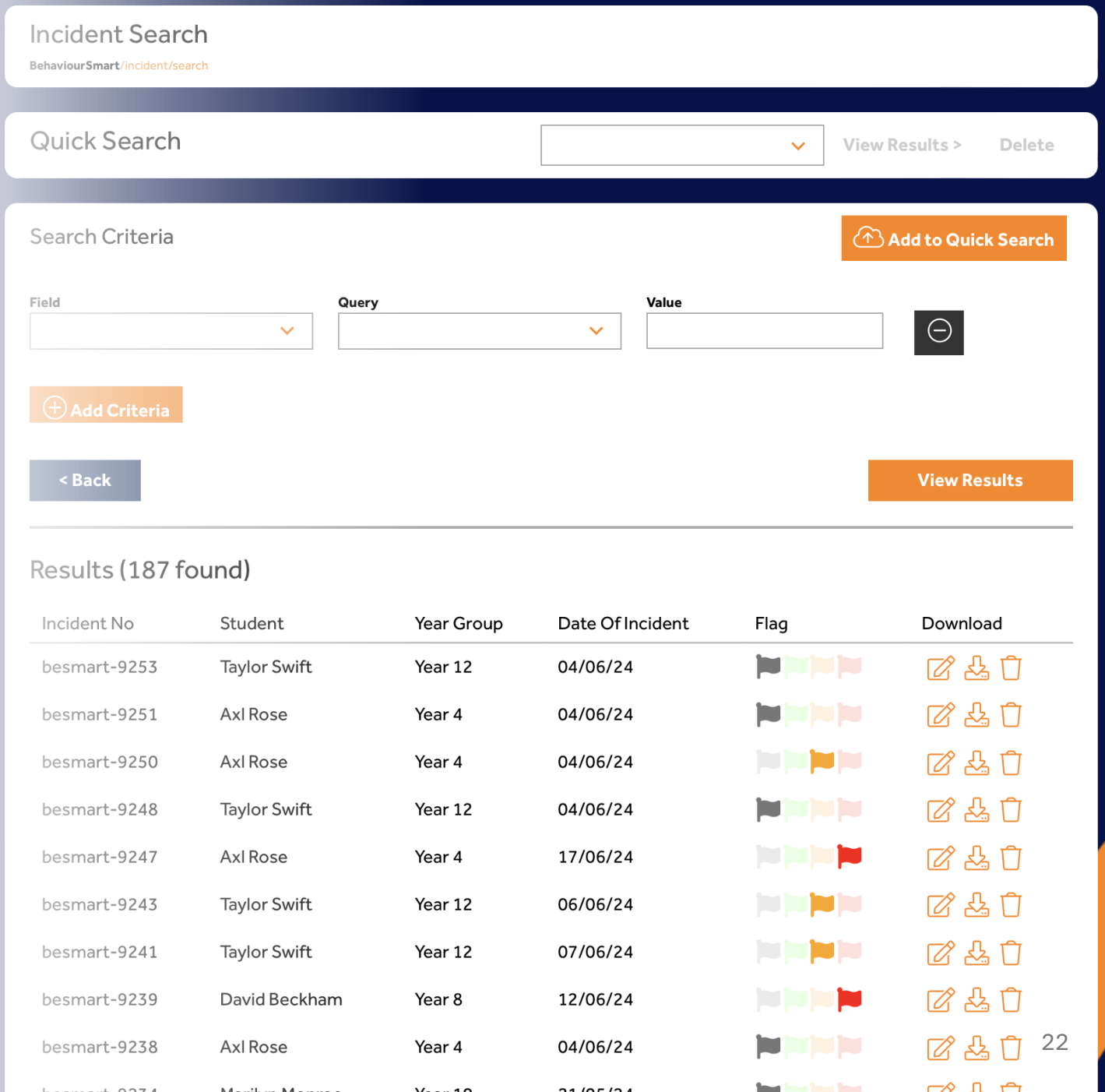
User Guide – **Incident Search**

From the Incident Search Tab, you can view a list of all the incidents that have been recorded on Behaviour Smart

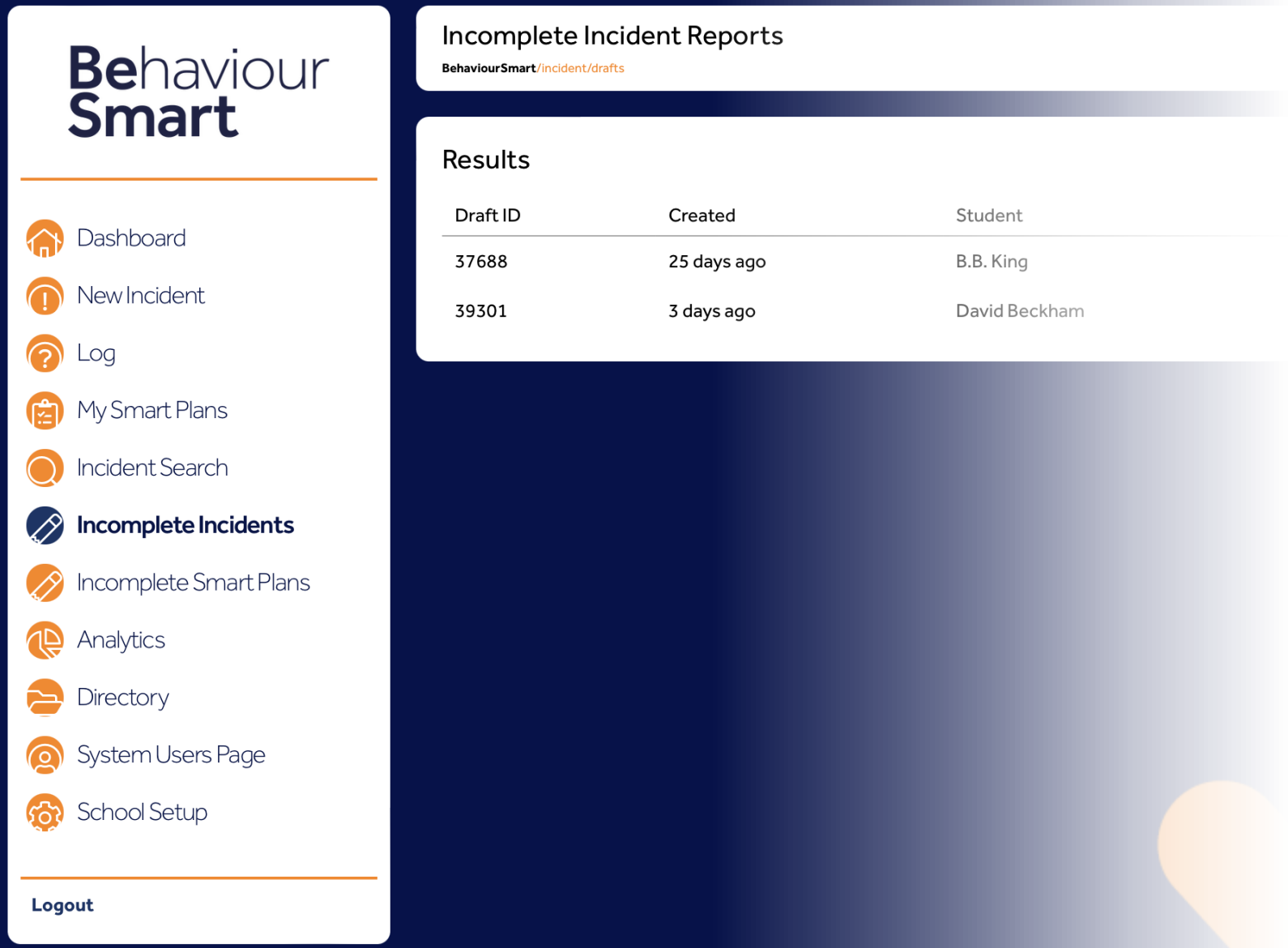
They appear listed in date order or you can use the Search Criteria to explore individual students, staff members, dates, and more.

There is a feature to “flag” incidents, you can use this system to mark incidents that require further attention, are incomplete or are being reviewed.

You can download or add further information the completed reports in this section.

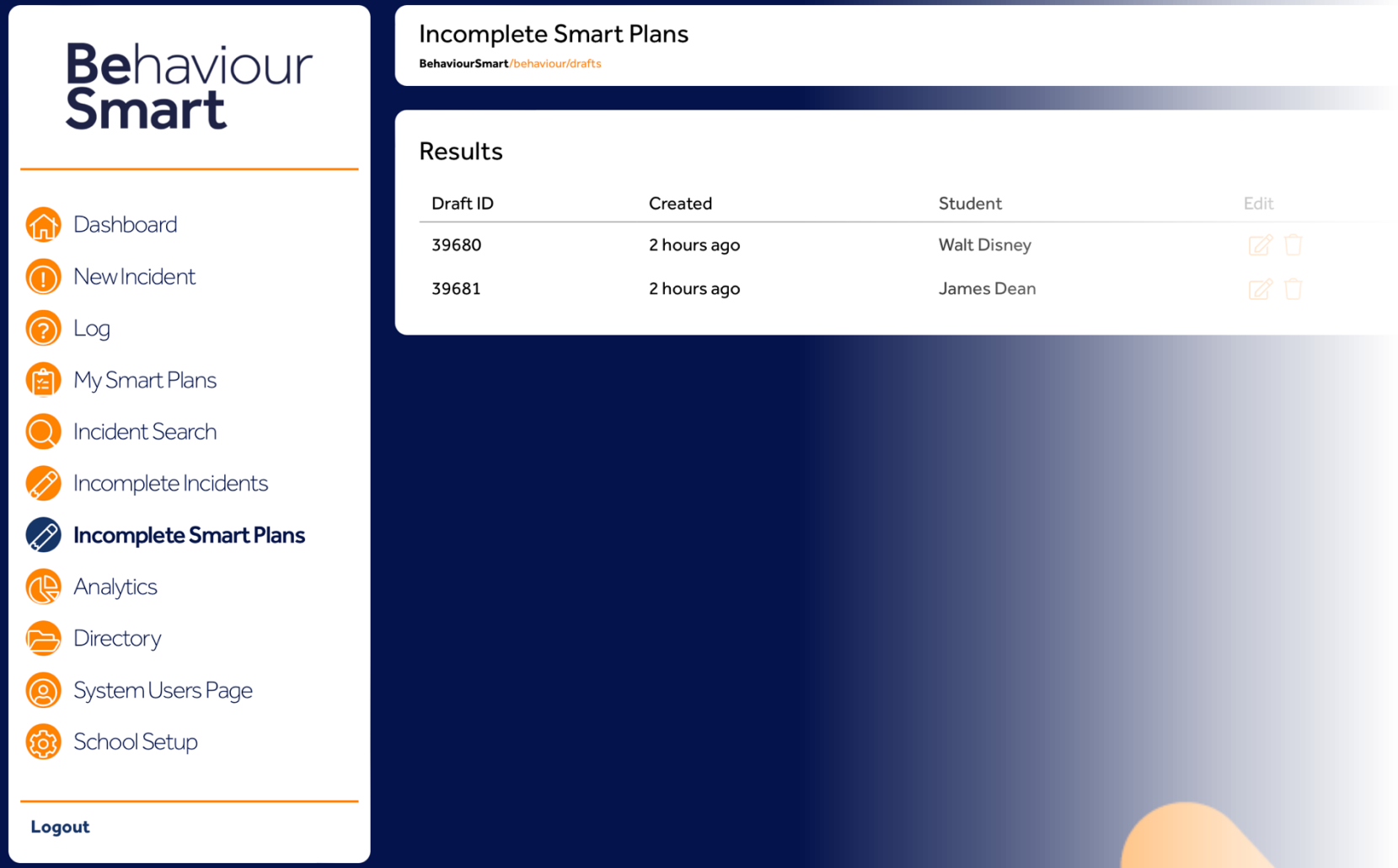


User Guide – **Incomplete Incidents**



Incidents that are incomplete and saved for later, will appear in the “Incomplete Incidents” tab.

User Guide – **Incomplete Smart Plan**



Smart Plans that are incomplete and saved for later, will appear in the “Incomplete Smart Plans” tab.

User Guide – **Using Analytics**

The Analytics system is focused on five key areas:

The Global Incident Report will help you analyse incidents, physical interventions and restrictive physical interventions.

The Intervention Report will give you an overview of interventions, including: the most common location of interventions, the most frequent technique used, the reason for the intervention, and more!

The Involvement Report will show you, information including the date, time, and location of your incidents. You can view staff and individual involvement.

The Medical Intervention Report will give you an overview of any medical intervention, including the date, time, and location of any injuries

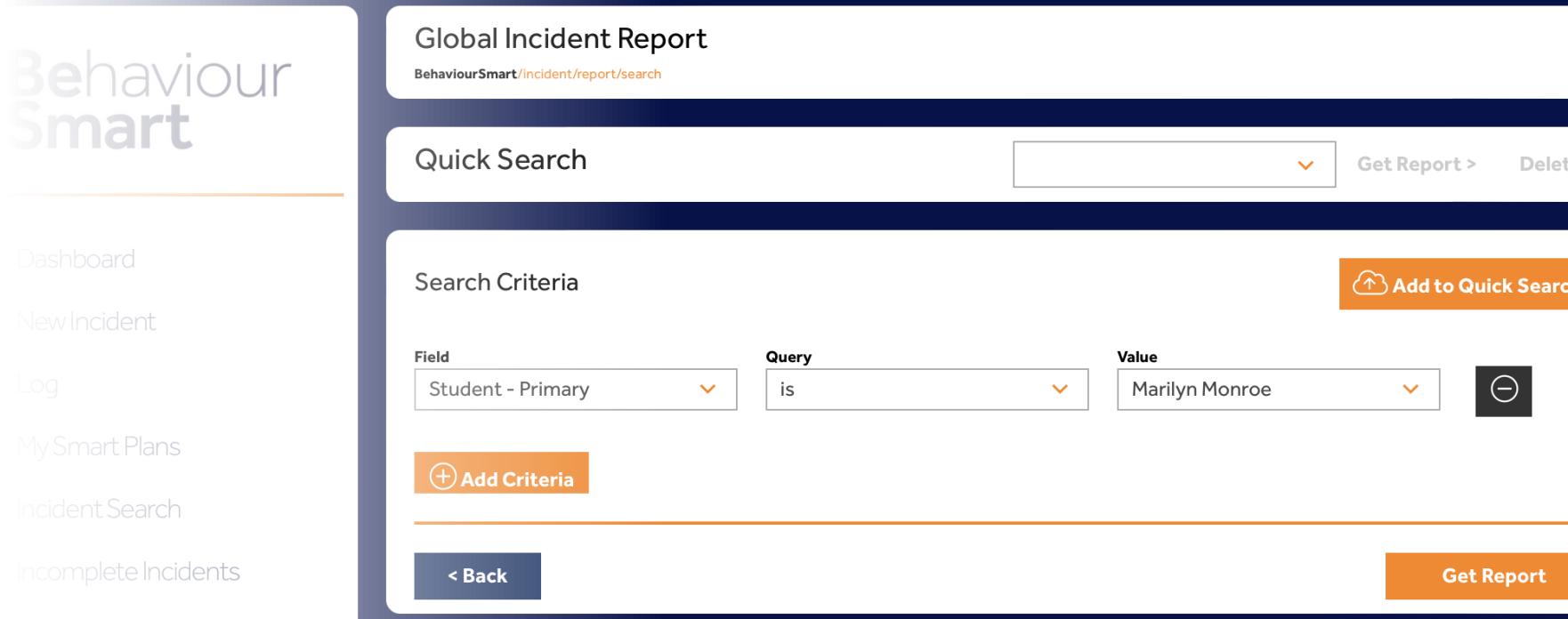
Discriminatory and prejudiced behaviour, suspensions and exclusions can analysis events of bullying, racist or any other discriminatory behaviour, and monitor suspensions.

You can manipulate the search criteria to get more specific information.

In this example, we explore the global incident report to get information on a specific individual:

First, select analytics and then global incident report.

In the field, select "student primary" and choose a student from the drop-down menu in the value tab. This will pull information from all the incident reports on this individual.



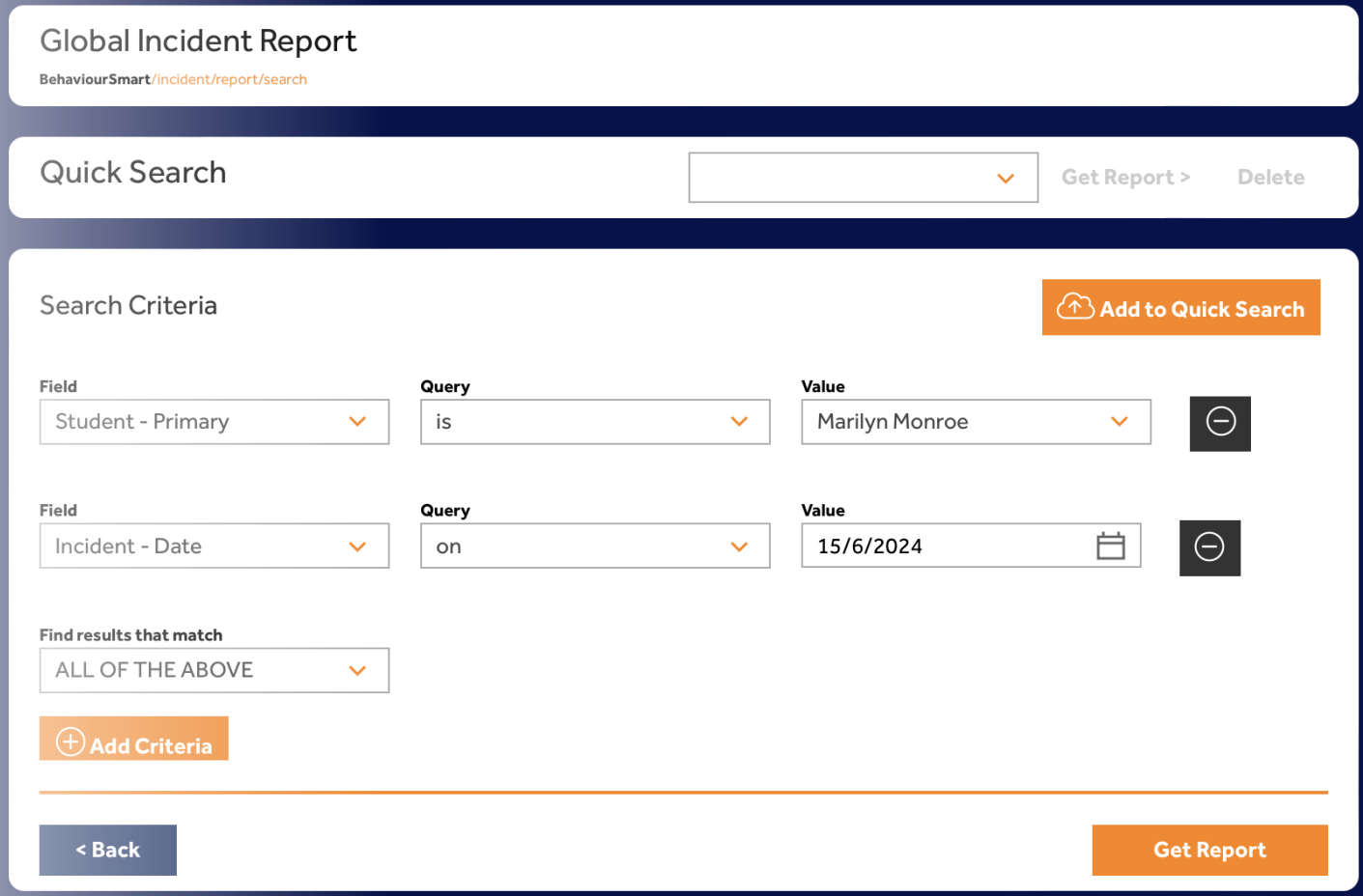
Users can also add unlimited criteria to fine-tune thier search.

To search by date:

Select "incident date" from the drop-down menu.

Choose "on," "before," or "after" from the drop-down query.

Select the date and get the report.

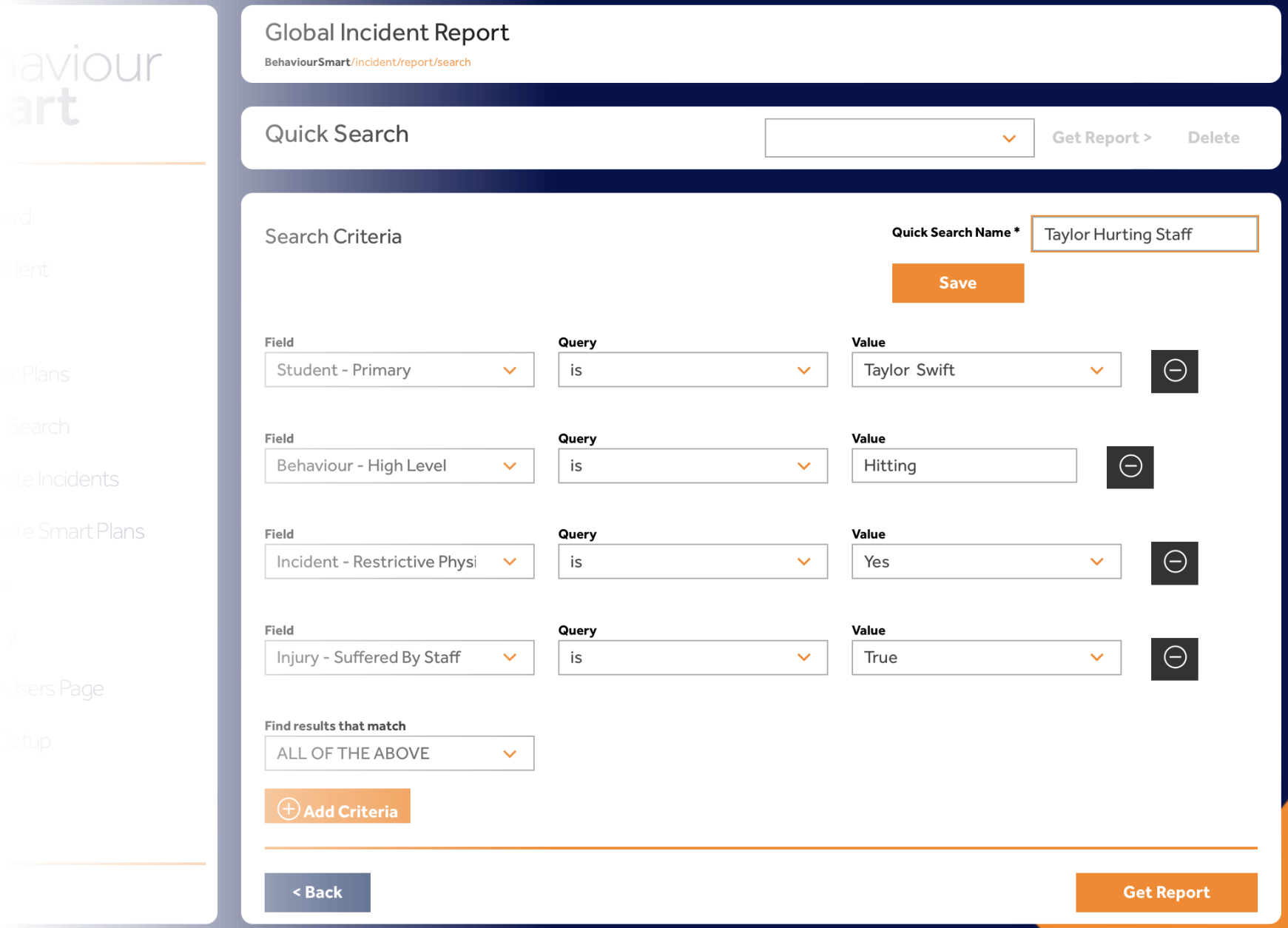


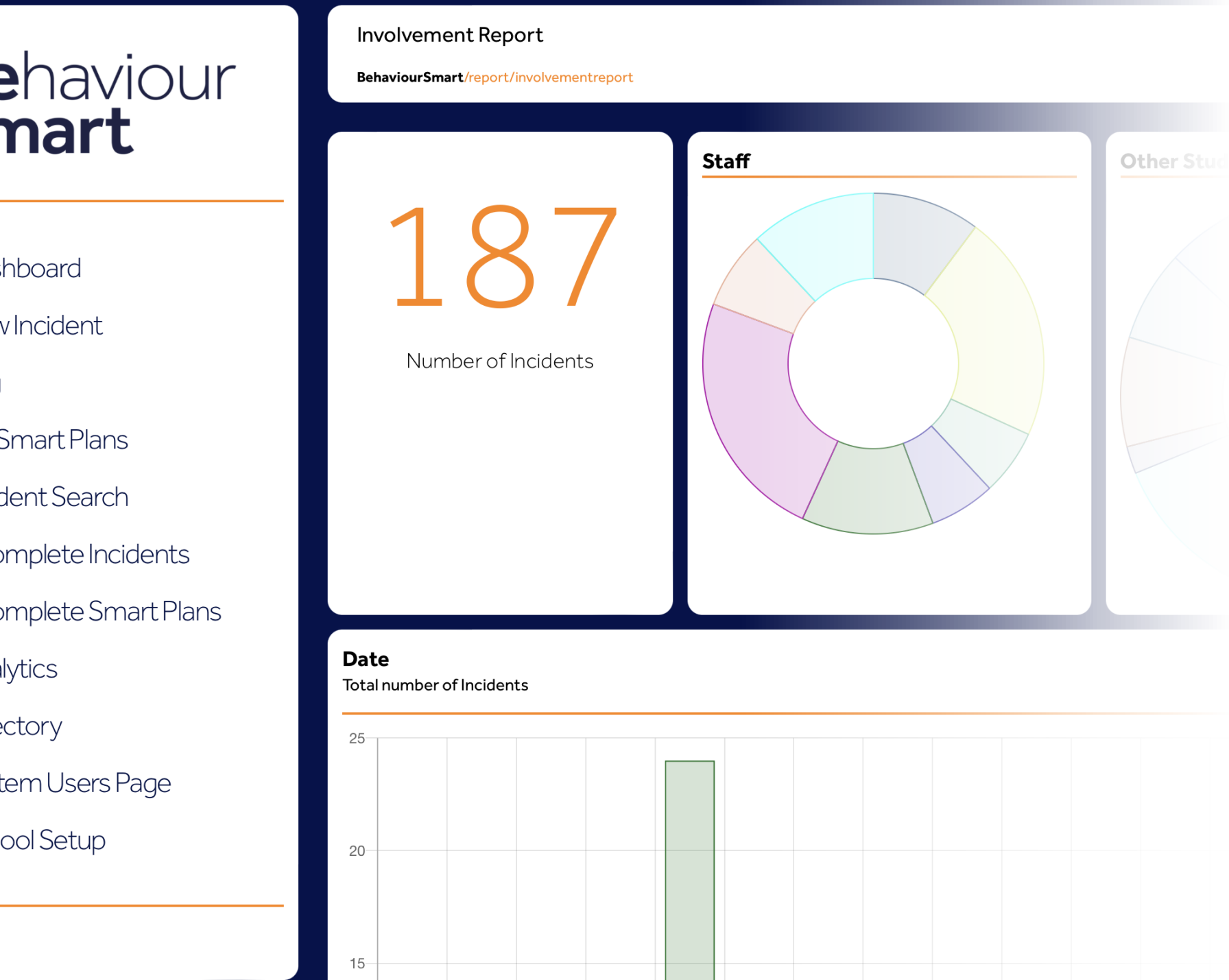
For common or regularly searched criteria users can create a quick search.

Select multiple criteria.

Give it a name and get the report.

The search criteria will be saved until you want to delete it.





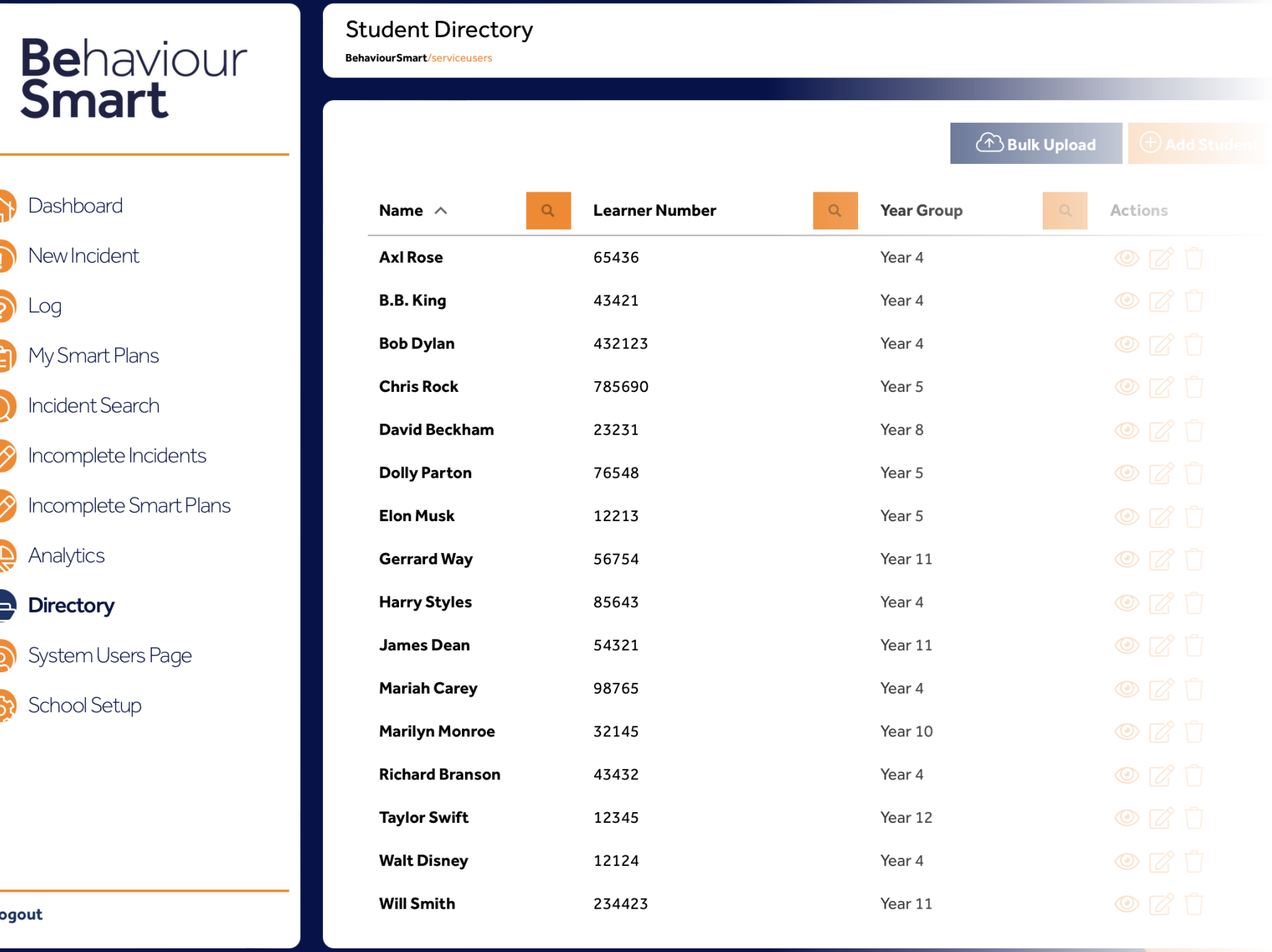
Monitoring staff involvement in incidents:

From the Analytics page you can click on Involvement Report

Ignore the search criteria or select a date range, then click ‘Get Report’.

The data now presented shows you the total number of incidents, you can see graphs of which staff members are involved and can also see the student's involvement.

User Guide – **Directory**



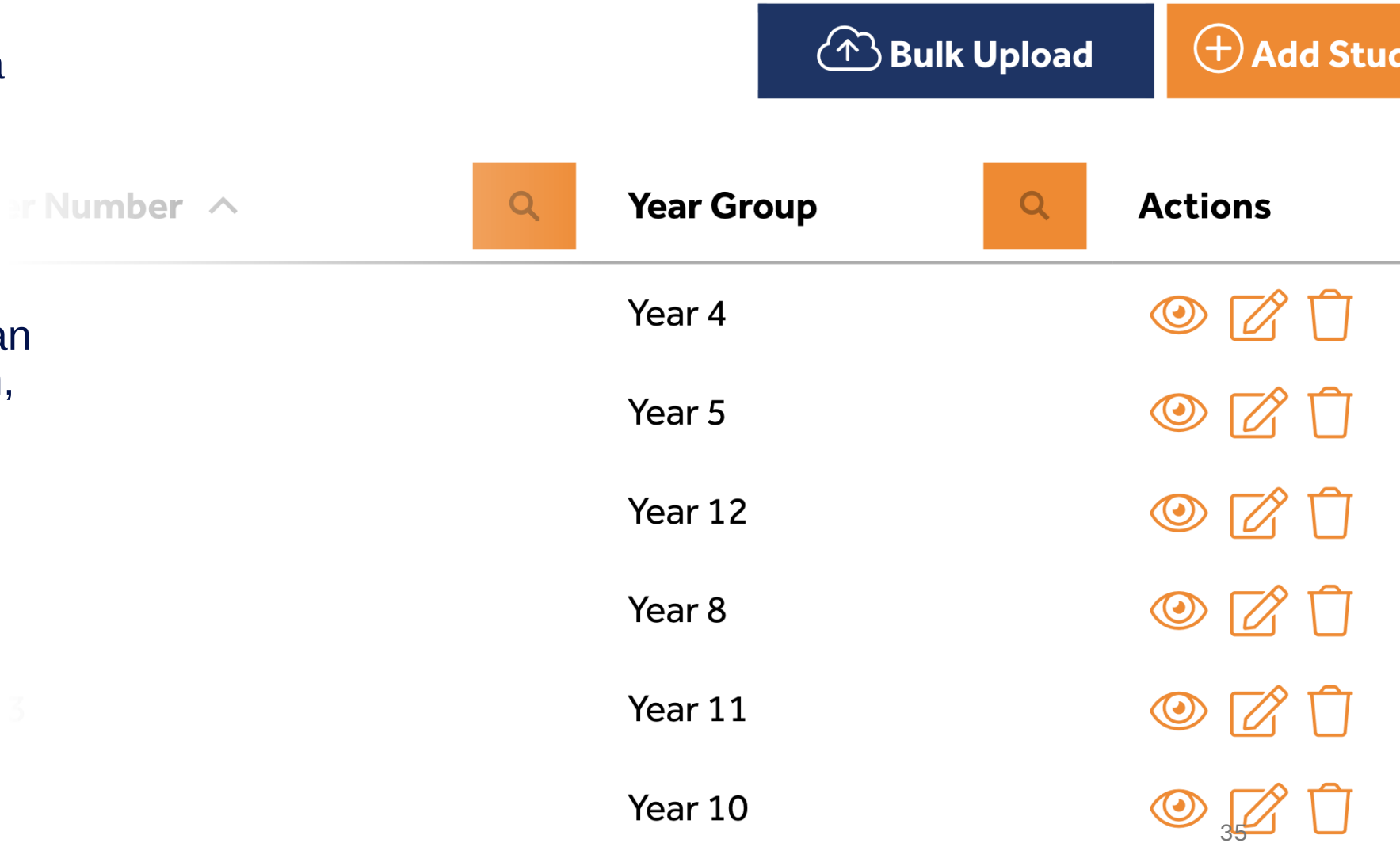
From the Directory you can view all the individuals on your system.

Arrange these in alphabetical order by clicking on the “Name” or search by name.

Order the individuals by year group or house group by clicking on the tabs, your directory is personalised to the set up of your school or service.

Click on the eye icon to see a timeline of events for the individual, here you can download historic reports.

The note pad is where you can view the personal information, records, key contact details, Smart Plans and record incidents and logs for the individual.



User Guide – **AI Support**

AI Support

Behaviour Smart AI Support analyses your incidents and offers support following the completion of an incident report. Historical reports can also be analysed by clicking the AI Support tab in your menu.

Our AI suggestions are for informational purposes only. Users should evaluate and apply these ideas based on their expertise. Behaviour Smart is not liable for outcomes from these suggestions. Always consult a qualified professional for personalised guidance. Please do not share data with parents or other parties that you're not authorised to. Please report inaccurate information or issues to **https://www.behaviioursmart.co.uk/aifeedback**

You can access Behaviour Smart AI in two ways.

1. After the completion of an incident by clicking AI Support
2. Selecting the AI Support option from the main menu.

Summarise Report

On 1st October 2024, an incident occurred in the hall involving Mariah Carey and Taylor Swift that escala
behaviour, such as tapping, to a fight over a song competition, resulting in Mariah sustaining a black eye.
responded to the situation by initially ignoring Mariah's low-level behaviour and instructing her to stop s
to shouting and fighting. Although empathy was effectively employed during the incident, the use of hu
resulting in a low effectiveness rating. The dynamic risk assessment was conducted, and no restrictive
used, though some physical intervention occurred, leading to injuries that required treatment.

Summarise Report

Recommend Actions

Draft an informal letter/email

Draft a formal letter

Suggest strategies for the Service User

How can we best support this Service User

Help me with post incident learning

What can we learn

AI Support

On the AI Support page select

- Summarise Report
- Assess the incident report.
- Draft an informal letter/email
- Suggest strategies for staff
- Suggest strategies for the Student
- How can we best support this Student
- Give more detail on the suggested strategies
- Help me with post incident learning
- Suggest other response to low level behaviours
- Suggest other response to medium level behaviours
- Suggest other response to high level behaviours

Thank you for using Behaviour Smart.