

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.

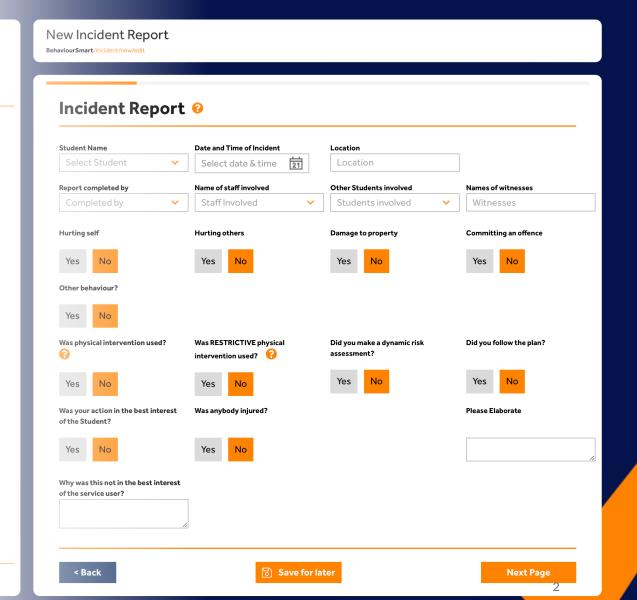
Was physical intervention used?

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.



Behaviour **Smart**

New Incident Report

n Dashboard

New Incident

Company
Description

😭 My Smart Plans

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// Incomplete Incidents

// Incomplete Smart Plans

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Directory

System Users Page

School Setup

Logout

BehaviourSmart/incident/new/edit **Behaviour Details 3** Description of the incident As concisely as possible What Low Level Behaviour did the Student Alternative strategies that migh How did you respond? What Medium Level Behaviour did the Student show? What High Level Behaviour did the Student What Recovery Behaviour did the Student How did you respond? < Back

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.

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BehaviourSmart/incident/new/edit

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

The incident report can be

saved at any time.

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Consult Diagram

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

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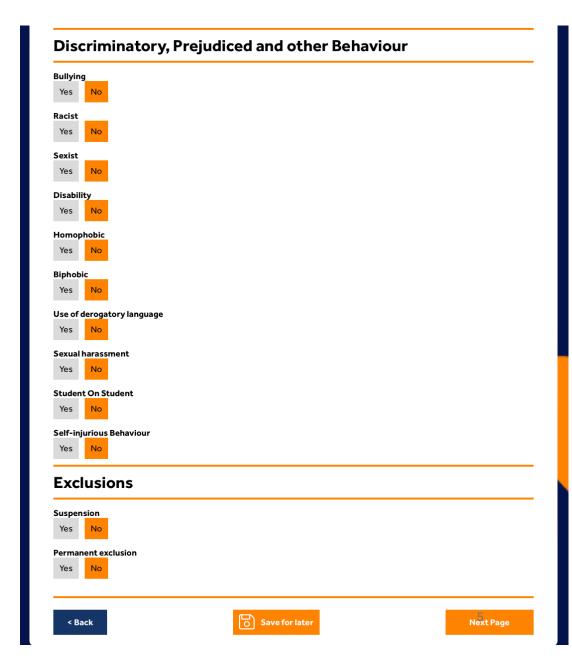
De-escalation Techniques used and effectiveness 9 1=Not Effective 10=Very Effective ? 1 2 3 4 5 6 7 8 9 10 1/2 1 2 3 4 5 6 7 8 9 10 11 1 2 3 4 5 6 7 8 9 10 10 1 2 3 4 5 6 7 8 9 10 1/3 1 2 3 4 5 6 7 8 9 10 10 1 2 3 4 5 6 7 8 9 10 1/3 1 2 3 4 5 6 7 8 9 10 10 1 2 3 4 5 6 7 8 9 10 1/a 1 2 3 4 5 6 7 8 9 10 11/2 Other AAC device **Communication Board** 1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (1/a) 1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (10) 1 2 3 4 5 6 7 8 9 10 1/a 1 2 3 4 5 6 7 8 9 10 11/2 1 2 3 4 5 6 7 8 9 10 112 1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (1/2)

Save for later

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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.

Send Report	
There are no key contacts for . A key co	ontact can be added on 's profile.