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.

New Incident Report
BehaviourSmart/incident/new/edit

Incident Report ❓

Student Name	Date and Time of Incident	Location
Select Student ⌄	Select date & time 📅	Location

Report completed by	Name of staff involved	Other Students involved	Names of witnesses
Completed by ⌄	Staff Involved ⌄	Students involved ⌄	Witnesses

Hurting self   Yes No
Hurting others   Yes No
Damage to property   Yes No
Committing an offence   Yes No

Other behaviour?   Yes No

Was physical intervention used? ❓   Yes No
Was RESTRICTIVE physical intervention used? ❓   Yes No
Did you make a dynamic risk assessment?   Yes No
Did you follow the plan?   Yes No

Was your action in the best interest of the Student?   Yes No
Was anybody injured?   Yes No
Please Elaborate

Why was this not in the best interest of the service user?

< Back   💾 Save for later   Next Page

Behaviour Smart

- Dashboard
- **New Incident**
- Log
- My Smart Plans
- Incident Search
- Incomplete Incidents
- Incomplete Smart Plans
- Analytics
- Directory
- System Users Page
- School Setup

Logout

New Incident Report
BehaviourSmart/incident/new/edit

Behaviour Details ❓

Description of the incident.

As concisely as possible

What Low Level Behaviour did the Student show? ❓ | **How did you respond?** ❓ | Alternative strategies that might be t... time.

What Medium Level Behaviour did the Student show? ❓ | **How did you respond?** ❓ | Alternative strategies that might be t... time.

What High Level Behaviour did the Student show? ❓ | **How did you respond?** ❓ | Alternative strategies that might be t... time.

What Recovery Behaviour did the Student show? ❓ | **How did you respond?** ❓ | Alternative strategies that might be t... time

< Back

Next

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.

New Incident Report
BehaviourSmart/incident/new/edit

De-escalation Techniques used and effectiveness ❓

1=Not Effective 10=Very Effective ❓

Giving Space
1 2 3 4 5 6 7 8 9 10 n/a

reassurance
1 2 3 4 5 6 7 8 9 10 n/a

verbal advice and support
1 2 3 4 5 6 7 8 9 10 n/a

reduction of language
1 2 3 4 5 6 7 8 9 10 n/a

tactical ignoring
1 2 3 4 5 6 7 8 9 10 n/a

positive reinforcement
1 2 3 4 5 6 7 8 9 10 n/a

scripts
1 2 3 4 5 6 7 8 9 10 n/a

redirection
1 2 3 4 5 6 7 8 9 10 n/a

sensory regulation
1 2 3 4 5 6 7 8 9 10 n/a

Now and next
1 2 3 4 5 6 7 8 9 10 n/a

Communication Board
1 2 3 4 5 6 7 8 9 10 n/a

Other AAC device
1 2 3 4 5 6 7 8 9 10 n/a

Empathy
1 2 3 4 5 6 7 8 9 10 n/a

Change of face
1 2 3 4 5 6 7 8 9 10 n/a

Scripts
1 2 3 4 5 6 7 8 9 10 n/a

Other
1 2 3 4 5 6 7 8 9 10 n/a

< Back   💾 Save for later   Next Page

4

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'.

Discriminatory, Prejudiced and other Behaviour

Bullying
Yes   No

Racist
Yes   No

Sexist
Yes   No

Disability
Yes   No

Homophobic
Yes   No

Biphobic
Yes   No

Use of derogatory language
Yes   No

Sexual harassment
Yes   No

Student On Student
Yes   No

Self-injurious Behaviour
Yes   No

Exclusions

Suspension
Yes   No

Permanent exclusion
Yes   No

< Back   Save for later   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 contact can be added on 's profile. 🔗

< Back   Submit & Close   Submit & Edit Smart Plan