

Policy & Procedures
PROCEDURE
Sec. D: Staff and Volunteers

APPENDIX E

Review and Debriefing

It is important to recognize that all behaviour incidents involving students, ranging from defiance to incidents that require physical intervention by staff, place considerable stress on staff and students. Incidents can be single, one-time events or part of the ongoing daily interaction with students who have significant behaviour needs.

Post Incident Protocols

1. **Injury Assessment:**

Immediate injury assessment of student(s) and staff is the first responsibility of staff following an incident where physical intervention was required.

2. **Reassurance and Follow Up for the Student(s):**

Reassure the student who was involved in the incident and students who may have witnessed the incident.

Following a serious behavioural incident there is usually a drop in emotional and physical tension. This is the time to begin reconnecting. A simple, "Are you okay?" spoken in a calm manner tells students that you continue to care, regardless of the incident.

Begin planning follow up contact with the student (and with the class, if necessary). Review what happened and how it might be handled differently in the future.

3. **Communication:**

Does 911 need to be called? What is the procedure for this?

Who will communicate with parents/ guardians immediately following the incident?

Who will communicate with board support teams that are already involved with the students and/ or their family?

Who will communicate with community supports that are already involved with the students and/ or their family?

4. **Staff Debriefing:**

a) Regular debriefing:

Scheduled on a regular basis

- Team meets to review ongoing behaviours, intervention strategies and results
- Discuss possible modifications to intervention strategies as needed
- b) Critical Incident Staff debriefing:
 - Scheduled as soon as possible following the incident
 - 3rd party facilitator where appropriate (SW, CYW, administrator, other board personnel)
 - Talking and listening - everyone is allowed to talk about what happened and how they felt during and after the incident and about what is happening now (e.g., consequences, as appropriate; administrator response)
 - Validation - what each person is experiencing is both unique and normal
 - Respect what others and you are going through; it is not a sign of weakness
 - Non-judgemental - no criticism of actions or emotions; most people will need time to start feeling 'normal' again
 - No counseling - leave that to the professionals in individual sessions
 - Discuss if additional help is needed - from bringing in board support to consultation with EAP
 - Critically and objectively review the interventions used (depending on the emotional state of staff); if necessary, set a date/ time for follow up debriefing
 - Submit common referral to board support team (or update board support team that is currently involved)
 - Collaborate with board support team on Safe Response Plans to implement proactive/ preventative strategies

5. **Documentation:** Complete the necessary documentation as appropriate

- Physical Intervention Incident Report
- Safe Physical Intervention Plan
- Safe Physical Intervention Parent Notification form
- SCCDSB Incident Report and SSIR (Safe School Incident Report)
- Employee Accident/ Injury Report

6. Follow Up Debriefing/ Staff Support as required