

Incident - Cheat Sheet

Incident Home Page

The screenshot shows the 'Incident' home page with a navigation bar at the top containing 'Incident', 'Accidents', 'Home Contact', 'Bullying', 'Intervention', 'SEMH', 'COVID-19 Testing Pupil Staff', 'Safeguarding', and 'Behaviour Register'. Below the navigation bar is a table of incidents with columns for Slip Name, Occurred Date, Period, Subject, Status, Brief Description, Staff Name, and Location. A 'Day Book ID' column is also present on the right side of the table.

Slip Name	Occurred Date	Period	Subject	Status	Brief Description	Staff Name	Location	Day Book ID
Abbot Ben (11A)	Tue 02 Mar 2021	After School	Mathematics	Open	Threw chairs at other pupils	Patel - BW Mandy	A01	23321
Abbot Ben (11A)	Tue 02 Mar 2021	After School	Mathematics	Open	Threw chairs at other pupils	Slaney Jake	A39	23277
Abbey David (11A)	Mon 11 Jan 2021	After School	Economics	Open	Threw chairs	Patel Mandy	A01	23268
Abbey David (11A)	Thu 07 Jan 2021	Period 2	Economics	Open	Test	Patel Mandy	A01	23199
Abbey David (11A)	Thu 07 Jan 2021	Period 1	Drama	Open	Test	Patel Mandy	A01	23195
Abbey David (11A)	Mon 04 Jan 2021	Afternoon Break	Drama	Open	Both David and Ben threw chairs across the room	Patel Mandy	A01	
Abbey David (11A)	Mon 04 Jan 2021	Afternoon Break	Drama	Open	Both David and Ben threw chairs across the room	Patel Mandy	A01	
Abbey David (11A)	Tue 15 Dec 2020	Period 2	Biology	Open	Fighting	Warren Jake	A01	
Abbey David (11A)	Mon 14 Dec 2020	Period 6	Biology	Open	Fighting	Patel Mandy	A01	
Abbey David (11A)	Mon 07 Dec 2020	Before School	Mathematics	Open	Fighting	Slaney Jake	A39	
Abbey David (11A)	Thu 26 Nov 2020	Morning Break	Mathematics	Open	Fighting	Clements Jenna	A39	
Abbey David (11A)	Thu 26 Nov 2020	Period 2	Art	Open	Fighting	Fong Daryl	Library	
Zane Zack (11A)	Thu 19 Nov 2020	Period 6	Biology	Open	Fighting	Leon Daryl	A01	
Zane Zack (11A)	Thu 19 Nov 2020	Period 6	Biology	Open	Fighting	Leon Daryl	A01	
Abbey David (11A)	Wed 18 Nov 2020	Period 2	Football	Open	David and Ben were caught fighting during their fo	Murtagh - BW Eleanor	A01	23108
Abbey David (11A)	Wed 18 Nov 2020	Period 2	Art	Open	David became quite aggressive towards Holly during	Murtagh Eleanor	A01	23107
Bentley Fran (11A)	Fri 23 Oct 2020	Morning Break	Physical Education	Open		Fong Daryl	Sports Hall	23085
Zane Zack (11A)	Fri 23 Oct 2020	Morning Break	Physical Education	Open		Fong Daryl	Sports Hall	23084
Abbey David (11A)	Fri 23 Oct 2020	Morning Break	Physical Education	Open		Fong Daryl	Sports Hall	23083

Homepage

From here you can view a detailed report of incidents by student, incident date, lesson, class location, teacher and the severity of the incident.

Complete Incident

Click here to log a new incident.

Buttons: Complete Incident, Filter, Edit

Edit an incident.

Day Book ID

The Day Book ID is the unique identifier for each incident, eliminating the need for a bounded number book, saving a tremendous time for your school.

Logging an incident with BehaviourWatch

The screenshot shows the 'Incident' form with fields for Student, Staff, Description, Subject, Status, Location, Date, Period, and Time. A red box highlights the Subject, Status, Location, Date, Period, and Time fields. Below the form is a declaration: 'By filling out this form you declare this record is...'

Student

Select your student and staff member.

Description

Write all the necessary information regarding the nature of the incident.

Subject Menus

Complete the drop-down menus to provide clarity on where the event occurred and when.

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i The check boxes within the incident area are built and added to the system based on your schools' requirements. They can be styled differently in each section, for easy use and ranked to your chosen order and updated at any time giving you the flexibility to remove or add check boxes.

Incident Level
Select the appropriate box for the severity of the incident.

Incident Level

Minor incident

Serious incident

Antecedents/Triggers
Tick as many triggers as necessary.

Antecedents/Triggers

Anxiety

New environment

Pain/Illness

Sensory under-stimulation

Busy environment

New staff member

Peer incident

Separation anxiety

Change in routine

Noise

Personal space invasion

Sexual frustration

De-Escalations
Tick as many de-escalations as necessary.

De-escalations

Calm stance

Distraction

Humour

Patience

Reminders about consequences

Calm talking

Diversion

Limited choices

Planned ignoring

Success reminders

Contingent touch

Firm clear directions

Negotiation

Reassurance

Swap adult

Verbal advice and support

Cancel

Print

Save & Close

Print
If your school uses paper copies, you can print the incident for reference.

Save & Close
From here you can head over to the 'monitor' section to view detentions, exclusions or an alternative area relevant to the incident.