

Administrative Procedure 346 – Appendix B

Incident Debrief and Reflection (for staff)

School	Date
Name of student	

Reflection/Debrief

Events leading to the incident

Describe what was happening before the behaviour started to escalate. What was the student doing? What do you think might have triggered the behaviour? How were other students reacting to the student?

Behaviour of the student

What did you notice about the student's behaviour that alerted you that they were struggling to cope? Think about the way they looked, for example facial expressions, physical signs, language.

What did you try before the restraint?

Describe the alternative techniques and interventions tried to prevent the emergency, including a description of the de-escalation strategies you used. What was the response from the student?

The restraint method used

Describe the nature of the physical restraint. Include the type of hold and number of people required.

Monitoring

How about you?

How are you feeling and what support do you need?

Describe how the student's physical and emotional distress was monitored while they were restrained.

After the restraint ended

Describe the mood of the student following the restraint. What help and support were they offered?

If there's a next time

What could be done differently in the future to prevent the need for restraint?

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Debriefing form – parents/ student

Date of incident		
Date of debriefing	Time of debriefing	
Names of the people at the debriefing		
Findings of debriefing		
Parent or caregiver – comments and suggestions		
Student (if applicable)– comments and suggestions		
Next steps/actions agreed		
Signatures		
Principal:		
Parents or caregivers:		
Student (if applicable):		