Larwood School

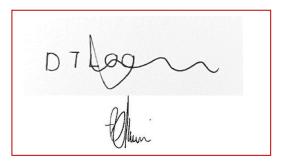*Achieve, Believe, Expect and Enjoy*

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PROCEDURES FOR USE OF BEHAVIORWATCH AND RECORDING INCIDENTS

Policy Number: 44
Review Committee: Standards
Type of Policy: Non-Statutory
Review Period: Every 2 years
Approved: June 2023
Next Review: June 2025

1. GENERAL INFORMATION

All staff will be allocated a BEHAVIOUR WATCH username and password on arrival and will be given an allocated time with a member of SLT to familiarise themselves with the system as part of their induction. New staff will be provided with support from their colleagues as they become proficient with using the system.

Ongoing feedback and training on record of incidents will be provided to ensure that all members of staff are carrying out a very high level standard of reporting.

Staff will be expected to record incidents within 24hrs of the incident occurring, **however if the incident has led to a RPI, (Use of Physical Restraint), then all related documentation and BEHAVIOUR WATCH entries must be completed before they leave at the end of the school day**. Support staff, where possible, will be provided with short breaks after a large incident to access a laptop or computer to complete the BEHAVIOUR WATCH entry and also, where possible an opportunity to complete the Hertfordshire PRI book. Alternatively, staff may use reflection time at the end of the day to ensure all incidents are recorded and up to date. Any absence from reflection must be requested through Senior Management and the use of the 'Request for Leave of Absence' form that can be located in the front office.

2. INCIDENTS AND OTHER RECORDINGS

It is expected that on a daily basis staff will have to utilise any number of Behaviour management strategies as outlined in Hertfordshire STEPS, to defuse and deal with persistent or challenging behaviour, on many occasions this will not always require an incident to be recorded. However, behaviour which leads to greater

intervention, concerns for a child's safety or that of others, assistance from the Behaviour Support base, SLT

(Senior leadership Team), Use of Physical Restraint, Criminal acts or RPI's all need to be recorded. **Contact logs, first aid and time out of sessions are also recorded on Behaviour Watch.** Please note that the timeout of sessions that are recorded on BW can also include physical restrictive interventions (escorting) if the individual was removed from class but ten took their own space.

3. INCIDENT REFERENCING

All incidents are recorded on a live feed to behaviour watch. If you record an incident as a RPI, reference should be made to the book number and the page numbers it was recorded in.

4. RECORDING AN INCIDENT ON BEHAVIOUR WATCH

There are no limitations of the number of characters you can use in the description box but incident recording must be factual, accurate and to the point (it could be used for legal purposes)

Step one: state who, specific location and specific action of the pupil – use initials or first name and first letter of surname:
Lewis W(LW) swore during the maths lesson, threw a book on the floor and tipped up a table.

Step two: state your specific actions relating to Behaviour Management techniques i.e.:
Proximity, reminders of expectations, hurdle help offered but rejected.

Step three: describe any responses to your actions by the child i.e.:
LW became more agitated, refused to cooperate, and continued swearing. He was asked to take time away in the library, which he did.

If behaviour escalates to a restraint explain at this point the type of hold you used, how long and give justification to your actions: be specific who was involved i.e.:
In the library LW threw a chair at the door then tried to kick the computer screen. MM placed him in lone worker hold for 5 min to prevent severe damage to property.

Full example:
LW swore, threw a book on the floor and tipped up a table during our maths lesson. MM used proximity, gave reminders of expectations, hurdle help offered but rejected. LW became more agitated, refused to cooperate and continued swearing. He was asked to take time away in the library, which he did. In the library, LW threw a chair at the door then tried to kick the computer screen. MM placed him in a lone worker hold for 5 min to prevent severe damage to property.

Step four: Tick the inform others button and choose the staff that were involved in the incident to add their comments. Once they receive a message, they can add to the comment box: ALWAYS START FOLLOW UP COMMENT WITH YOUR INITIALS AND DATE give a brief review of outcomes and how the incident was resolved or how you left it including LSI details, if they re-engaged, who conducted RRR and any outline of the agreed plan i.e.:

MM 06.01.12 During LSI Lewis W (LW) explained that he was upset, couldn't do his maths and became angry/ agitated. He said that he may cope better if he was given easier task to do (inform the class team) He further agreed to put his hand up in future. Class teams were notified he was ready to return to class. He re-joined the group and completed his maths at playtime as a consequence.
Please note that RRR is extremely important, just like the rest of the document. This is where you explain detail what the outcomes were and what intervention will be put in place in order for avoid similar future incidents.
When you have completed your part and someone else completed the RRR, you would need to refer it for a follow up i.e. MM 06.01.12 Jen, as you took LW after the incident to your office can you please complete the follow up section with details thanks.

The last person writing in the follow up box can close the incident unless the entry refers to a PRI. ALL RPI's ARE TO BE LEFT OPEN AND THE ASSISTANT HEAD FOR BEHAVIOUR WHO WILL CROSS REFERENCE ALL PAPERWORK AND SIGN OFF THESE INCIDENT.

Please note that this in a live feed and information added or adjusted will show it being edited by that person, including date, time of editing and what was changed, and an email will be sent automatically to the person that originally recorded the incident.

5. **REPORTING INCIDENTS TO THE SENIOR LEADERSHIP TEAM (SLT)**

SLT are to be informed of major incidents involving violence, any pupils removing themselves from supervision outside of the school building/ absconding and all Physical Restraints as soon as possible after or during the event.

6. **INCIDENTS NOT REPORTED ON BEHAVIOUR WATCH**

Some incidents do not require recording on BEHAVIOUR WATCH but are initially recorded in a separate way. These are:

- Sexualised Behaviour - All incidences of Sexualised behaviour are to be recorded on a record of concern and handed to the DSL
- General concerns – Follow the same procedures as for Sexualised behaviour.
- Racist incidents- Three entrees in the racist incident forms, allocated in class, will validate and entry on BW.