

# POST-INCIDENT PROCEDURES

Memory aid to be consulted following the use of a control measure

ENSURE WELL-BEING	
Notify the parents if this has not already been done.	See to the well-being of the students, staff involved and witnesses.
Ensure that all the staff and students who were involved or were witnesses have had enough time to calm down and that they are available to resume their activities.	Decide when would be the best time to review the incident.
ESTABLISH THE FACTS	
Compile the required information. Review the situation to establish the chain of events and to clarify everyone's perceptions (facts, context, environment).	Analyze the information collected: determine the triggering factors and develop hypotheses in order to try to understand the situation better.
Write up an incident report within 24 hours of the application of the measure (see Appendix IX for an example of this type of report).	
REVIEW THE INCIDENT	
Review the incident with the student, their parents and the staff involved in order to prevent other crises:	Determine the consequences and the reparative actions, if applicable.
<ul style="list-style-type: none"> <li>• Identify alternative solutions.</li> <li>• Verify the effectiveness of the interventions carried out and limit the negative psychological impact on the people who experienced the incident.</li> <li>• Emphasize the lessons to be learned from the incident.</li> <li>• Determine the support measures to be put in place or intensified.</li> </ul>	
ASSESS THE EFFECTIVENESS OF THE SCHOOL PROTOCOL AND ADJUST IT, AS NEEDED	
Was the protocol applied as it was intended?	Did it allow the crisis to be avoided?
<b>Yes</b> <b>No</b>	<b>Yes</b> <b>No</b>
Did it ensure concerted action by the staff involved in the intervention?	If not, did it help to reduce the length or intensity of the crisis in comparison with the previous occurrence?
<b>Yes</b> <b>No</b>	<b>Yes</b> <b>No</b>
Did it ensure the safety of the individuals present?	Did it enable a healthy and safe environment to be re-established for the student concerned, the staff involved in the intervention and the other students?
<b>Yes</b> <b>No</b>	<b>Yes</b> <b>No</b>
Did it enable the intervention to be completely objective?	Is a recurrence being observed in terms of previous incident reports?
<b>Yes</b> <b>No</b>	<b>Yes</b> <b>No</b>