GREYSTOKE
HOMES & SUPPORT SERVICES INC.

Incident Report Children's

☐Safety ☐Health ☐Behavior ☐Med Error ☐AWOL ☐Other

Name Of Individual Served (last, first, middle)	Incident Date (mm-dd-yy)	Incident Time	Report Date (mm-dd-yy)
Staff Name	Place of Incident (address or description)		

What happened just before the incident? Describe the setting, name who was present, list the events leading up to the incident.

Describe early situational indications of the impending incident. Describe any preventative measures used.

Give a precise description of the actual incident including the individual served, observer, and (if applicable) victim behaviour.

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Please answer all of the following. Include time references and complete descriptions:

1. Were restrictive procedures used? Yes ☐ No ☐ (if No, proceed to question 3)

2. If Yes, describe what restrictive procedures were used, for how long, and who used them.

3. Were there any consequences for the individual?

4. Is there any history of the action of concern and have previous strategies been employed to address it?

5. Who was notified of the incident (Agency, police, parent, guardian, etc.)? When? Please indicate brief summary of involvement / action taken.

6. What positive procedures do you believe will support the behaviour changes? (i.e. positive reinforcement)

7. As a staff member, do you believe you require training to best deal with this situation? Yes ☐ No ☐

8. Person served was informed of their rights (i.e., contact an advocate; express concern through grievance process). Yes ☐ No ☐

Staff Signature	**Staff Name (please print)**	**Report Date (mm-dd-yy)**

ADMINISTRATION TO COMPLETE

Has the Parent/Guardian been notified? Yes ☐ No ☐	By Whom?	Date (mm-dd-yy)
Program Manager Name (please print)	Signature	Date (mm-dd-yy)
Critical or Non-Critical Incident? Critical Incident ☐ Non-Critical Incident ☐	Follow-up Required? Yes ☐ No ☐	Is Incident open or closed? Open ☐ Closed ☐

What follow-up plans have been made (staff, parent/guardian, legal others [specify]) and what strategies are in place for evaluating the effectiveness of positive approaches or the need for a behaviour management plan?