Behaviour Incident Form

For more information, see:
Create a Behaviour Incident record

Callouts (left)

Student's name
Type and select the student's name. You can add multiple students.

Title
Enter a short descriptive title for the Incident.

Date and time
Set the date and time of the Incident. Default is the reporting date and time.

Category
Assign up to three categories to the Incident.

Details
Enter a detailed account, including what you heard, saw, did or said.

Attach files
Upload up to 10 files and supporting documents.

Form

Create a Behaviour Incident

Name of Student(s)
Type the names of students who were involved in this Incident below. To trigger the search, type at least three characters into the search bar, e.g. "Ada". For students with two letters in their first name, type a space after the letters. The event will be recorded on each students' chronology.

Type name here

Add Siblings

Incident Title
Enter a few words to describe what this incident is about e.g. 'Arrived at school with bruises to face'

Write title here

Date of Incident
Today, Apr 23, 2025

Time of Incident
12 : 53 PM

Category of Incident
Choose up to 3 categories below

Details of What Happened
Enter as much detail as you can, what you heard/saw/did/said. Try to give a factual account and not your opinion.

Any informative details about the incident

Attach Files

Right column form

Have you verbally informed a DSL?
○ Yes ○ No

Notify another member of staff (Optional)
Type staff name here

Important Information (Optional)
☐ Physical Intervention
Tick if a physical intervention took place as part of this event.

☐ Early Help Assessment Needed
Tick if you think events or concerns warrant an Early Help Assessment to be completed.

Body Map (Optional)
If there are injuries present, click on the body map to indicate their location. You can add single or multiple injuries.

✎ Edit

Cancel Submit

Callouts (right)

Notified a DSL? (Teachers only)
Indicate if you verbally informed your DSL.

Notify another staff member
Select a staff member who should be notified about the Incident.

Important Information (DSLs only)
Add an **Important Information** to help your DSL assess the Incident.

Body map
Select **Edit** to indicate the injuries or markings on the student.

Submit the record
Select **Submit** to save the record. It will appear in the Dashboard.

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