

Partner Email

Menu → Student Welfare → Incidents
→ Incident Menu → Partner Email

Select Student → Type in Contact Email
Address → Add

Anna Arandelle	▼	Email Address	Add
Student Name	Email		
Anna Arandelle	niall@huistechnologies.com		⊖ Delete
Anna Arandelle	alex@huistechnologies.com		⊖ Delete
Baloo Bear	alex@huistechnologies.com		⊖ Delete

Triggers

Menu → Student Welfare → Incidents → Physical Intervention Menu → Triggers

Type in Trigger Name → Add

Triggers

Trigger Name Add

Name

Boredom	Delete
Change of routine	Delete
Change of staff	Delete
Consequences	Delete
Continuation of incident	Delete
Demand avoidance	Delete
Disappointment	Delete
Finishing	Delete
Home time	Delete
Hunger	Delete
Illness	Delete

Incident details

Date & time:

Location:

During which activity:

Trigger(s):

Staff involved:

Names of any witnesses:

Contact information for witnesses:

Details for other involved parties:
(include names, relationship to student, and contact details)

Other students involved:
(use initials for other children / young people involved)

De-escalation Techniques

Menu → Student Welfare → Incidents →
Physical Intervention Menu → De-Escalation
Techniques

Type in De-Escalation Method → Add

De-escalation Techniques

Technique Name Add

Name

Offer Choices	Delete
Planned ignoring	Delete
Reassuring	Delete
Reminder of consequences	Delete
Remove audience	Delete
Respect Personal Space	Delete
Success reminder	Delete
Supportive touch	Delete
Swap adult	Delete
Take-up time	Delete
Verbal support & advice	Delete
Withdrawal directed	Delete
Withdrawal offered	Delete

Details of any physical intervention used:

De-Escalation technique used: --- SELECT DE-ESCALATION TECHNIQUE ---

Reason for physical intervention: --- SELECT REASON ---

Type of physical intervention used: --- SELECT TYPE ---

Secondary type of physical intervention used: --- SELECT SECONDARY TYPE ---

Duration of physical intervention: Select duration

Physical Interventions

Menu → Student Welfare → Incidents
→ Physical Intervention Menu →
Physical Interventions

Type in Physical Intervention
Method → Add

Physical Interventions

Intervention Name	Add
Name	
1-person double elbow	Delete
2-person double elbow	Delete
Caring C	Delete
Cupped C's	Delete
Double forearm hold	Delete
Duty of care	Delete
Extended arm hold	Delete
Half shield	Delete
Help hug	Delete
Help hug to floor	Delete
Loose guide (friendly)	Delete

Details of any physical intervention used:

De-Escalation technique used:	--- SELECT DE-ESCALATION TECHNIQUE ---	#
Reason for physical intervention:	--- SELECT REASON ---	#
Type of physical intervention used:	--- SELECT TYPE ---	#
Secondary type of physical intervention used:	--- SELECT SECONDARY TYPE ---	#
Duration of physical intervention:	Select duration	▼

Physical Intervention Reasons

Menu → Student Welfare →
Incidents → Physical Intervention
Menu → Intervention Reasons

Type in Physical Intervention
Reason → Add

Physical Intervention Reasons

Name

Hurting others

Hurting self

Serious damage to property

Serious disruption

Details of any physical Intervention used:

De-Escalation technique used:	SELECT DE-ESCALATION TECHNIQUE ---
Reason for physical intervention:	--- SELECT REASON ---
Type of physical intervention used:	--- SELECT TYPE ---
Secondary type of physical intervention used:	--- SELECT SECONDARY TYPE ---
Duration of physical intervention:	Select duration

Physical Interventions Duration

Menu → Student Welfare → Incidents
→ Physical Intervention Menu →
Intervention Durations

Type in Duration Time → Add

Physical Intervention Durations

Duration Name Add

Name

< 10 min	Delete
< 15 min	Delete
< 5 min	Delete
Momentary	Delete

Details of any physical intervention used:

De-Escalation technique used: --- SELECT DE-ESCALATION TECHNIQUE ---

Reason for physical intervention: --- SELECT REASON ---

Type of physical intervention used: --- SELECT TYPE ---

Secondary type of physical intervention used: --- SELECT SECONDARY TYPE ---

Duration of physical intervention: Select duration

First Aid - Nature of Injury

Menu → Student Welfare → Incidents
→ First Aid Menu → Nature of Injury

Type in Type of Injury → Add

Nature of Injury

Nature of Injury Name Add

Name

Allergic reaction	Delete
Amputation	Delete
Breathing difficulties	Delete
Bruising	Delete
Burn	Delete
Concussion	Delete
Cut to skin	Delete
Dislocation	Delete
Fracture	Delete

First Aid Details

Nature of Injury: --- SELECT NATURE OF INJURY ---

Caused By: --- SELECT CAUSED BY ---

Body Part Affected: --- SELECT BODY PART AFFECTED ---

Area Affected: --- SELECT AREA AFFECTED ---

First Aid Given: --- SELECT FIRST AID GIVEN ---

Next of Kin Informed By: --- SELECT NEXT OF KIN INFORMED BY ---

Injured Person After: --- SELECT INJURED PERSON AFTER ---

Outcome: --- SELECT OUTCOME ---

First Aid - Caused By

Menu → Student Welfare → Incidents
→ First Aid Menu → Caused By

Type in Caused by Name → Add

Caused By

Name

Accident in classroom

Accident in playground

Another pupil

First Aid Details

Nature of Injury:

--- SELECT NATURE OF INJURY ---

Caused By:

--- SELECT CAUSED BY ---

Body Part Affected:

--- SELECT BODY PART AFFECTED ---

Area Affected:

--- SELECT AREA AFFECTED ---

First Aid Given:

--- SELECT FIRST AID GIVEN ---

Next of Kin Informed By:

--- SELECT NEXT OF KIN INFORMED BY ---

Injured Person After:

--- SELECT INJURED PERSON AFTER ---

Outcome:

--- SELECT OUTCOME ---

First Aid - Body Part Affected

Menu → Student Welfare → Incidents
→ First Aid Menu → Body Part Affected

Type in Body Part Name → Add

Body Part Affected

Body Part Affected Name	Add
Name	
Arms	Delete
Face	Delete
Feet	Delete
Fingers	Delete
Genital area	Delete
Hands	Delete
Head	Delete
Legs	Delete
Toes	Delete
Torso (upper body back)	Delete
Torso (upper body front)	Delete

First Aid Details

Nature of Injury:	--- SELECT NATURE OF INJURY ---
Caused By:	--- SELECT CAUSED BY ---
Body Part Affected:	--- SELECT BODY PART AFFECTED ---
Area Affected:	--- SELECT AREA AFFECTED ---
First Aid Given:	--- SELECT FIRST AID GIVEN ---
Next of Kin informed By:	--- SELECT NEXT OF KIN INFORMED BY ---
Injured Person After:	--- SELECT INJURED PERSON AFTER ---
Outcome:	--- SELECT OUTCOME ---

First Aid - Area Affected

Menu → Student Welfare → Incidents
→ First Aid Menu → Area Affected

Type in Area Name → Add

Area Affected

Area Affected Name

Name

Back	Delete
Front	Delete
Left	Delete
Right	Delete

First Aid Details

Nature of Injury:	... SELECT NATURE OF INJURY ...
Caused By:	... SELECT CAUSED BY ...
Body Part Affected:	... SELECT BODY PART AFFECTED ...
Area Affected:	... SELECT AREA AFFECTED ...
First Aid Given:	... SELECT FIRST AID GIVEN ...
Next of Kin Informed By:	... SELECT NEXT OF KIN INFORMED BY ...
Injured Person After:	... SELECT INJURED PERSON AFTER ...
Outcome:	... SELECT OUTCOME ...

First Aid Given

Menu → Student Welfare → Incidents
→ First Aid Menu → First Aid Given

Type in type of first aid given Name → Add

First Aid Given

Add

Name

Bandage (weight bearing)

Delete

Cold compress

Delete

Paracetamol given

Delete

Plaster applied

Delete

Wound dressed

Delete

First Aid Details

Nature of Injury:	--- SELECT NATURE OF INJURY ---
Caused By:	--- SELECT CAUSED BY ---
Body Part Affected:	--- SELECT BODY PART AFFECTED ---
Area Affected:	--- SELECT AREA AFFECTED ---
First Aid Given:	--- SELECT FIRST AID GIVEN ---
Next of Kin Informed By:	--- SELECT NEXT OF KIN INFORMED BY ---
Injured Person After:	--- SELECT INJURED PERSON AFTER ---
Outcome:	--- SELECT OUTCOME ---

First Aid - Next of Kin informed by

Menu → Student Welfare → Incidents
→ First Aid Menu → Next of kin
informed By

Type in Next of Kin Informed
by Name → Add

Next of Kin Informed By

Name

Parent / carer emailed

Parent / carer informed face to face

Parent / carer telephoned

Parent / carer text sent

First Aid Details	
Nature of Injury:	--- SELECT NATURE OF INJURY ---
Caused By:	--- SELECT CAUSED BY ---
Body Part Affected:	--- SELECT BODY PART AFFECTED ---
Area Affected:	--- SELECT AREA AFFECTED ---
First Aid Given:	--- SELECT FIRST AID GIVEN ---
Next of Kin Informed By:	--- SELECT NEXT OF KIN INFORMED BY ---
Injured Person After:	--- SELECT INJURED PERSON AFTER ---
Outcome:	--- SELECT OUTCOME ---

First Aid - Injured Person After

Menu → Student Welfare → Incidents →
First Aid Menu → Injured Person After

Type in What Happened to the
Injured Person After Name → Add

What Happened To The Injured Person After

Add

Name

Stayed on site but not in class/activity

Delete

Taken to hospital

Delete

Went back to class/activity

Delete

Went home

Delete

First Aid Details	
Nature of Injury:	--- SELECT NATURE OF INJURY ---
Caused By:	--- SELECT CAUSED BY ---
Body Part Affected:	--- SELECT BODY PART AFFECTED ---
Area Affected:	--- SELECT AREA AFFECTED ---
First Aid Given:	--- SELECT FIRST AID GIVEN ---
Next of Kin Informed By:	--- SELECT NEXT OF KIN INFORMED BY ---
Injured Person After:	--- SELECT INJURED PERSON AFTER ---
Outcome:	--- SELECT OUTCOME ---

First Aid - Outcome

Menu → Student Welfare → Incidents
→ First Aid Menu → Outcome

Type in Outcome Name → Add

Outcome

Outcome Name Add

Name

COSHH reported	Delete
No report required	Delete
RIDDOR (7+ days absence due to injury)	Delete
RIDDOR (Amputation)	Delete
RIDDOR (Blinding/ Sight Loss)	Delete
RIDDOR (Crush injury to torso/brain)	Delete
RIDDOR (Loss of consciousness)	Delete
RIDDOR (Other injury requiring 24hrs + in hospital)	Delete
RIDDOR (Scalping)	Delete
RIDDOR (Serious burn)	Delete

First Aid Details

Nature of Injury:	--- SELECT NATURE OF INJURY ---
Caused By:	--- SELECT CAUSED BY ---
Body Part Affected:	--- SELECT BODY PART AFFECTED ---
Area Affected:	--- SELECT AREA AFFECTED ---
First Aid Given:	--- SELECT FIRST AID GIVEN ---
Next of Kin Informed By:	--- SELECT NEXT OF KIN INFORMED BY ---
Injured Person After:	--- SELECT INJURED PERSON AFTER ---
Outcome:	--- SELECT OUTCOME ---

Incident Tags

Menu → Student Welfare → Incidents
→ Settings → Tags

Type in Tag Name → Add

Incident Tags

Tag Name Add

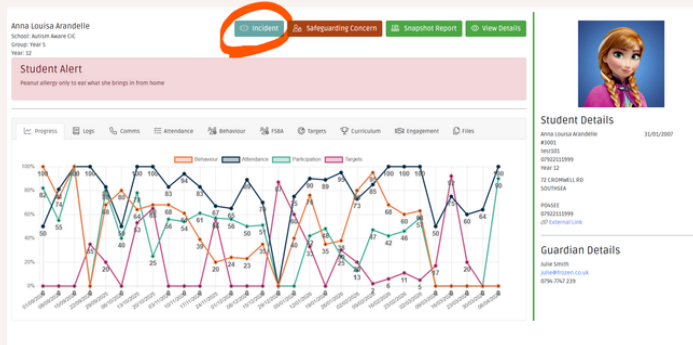
Name Active

Inappropriate clothing	Delete
Sent home	Delete
Report to headteacher	Delete
Significant concern	Delete
Absconding	Delete
Threatening behaviour	Delete
Physical intervention	Delete
Disruptive lateness	Delete
Bullying	Delete
Confiscation	Delete
Alcohol use	Delete
Verbal abuse	Delete
Activities restricted	Delete
Malicious disruptive behaviour	Delete

Completing an Incident Form

Menu → Students → Select Student
→ Incident

Fill in All Relevant Boxes on
Form → Scroll Down & Save



Incident Form	
Staff details	
Name of person reporting:	Fran Short
Job role of person reporting:	Customer Account Lead
Tick to confirm you are reporting an incident on your own behalf:	☐
Tick to confirm if this incident involves an injury:	☐
If reporting on behalf of another party, please provide details:	
Student details	
Name:	Anna Arandelle
DOB:	31/05/2007
LearnTrek student number:	3001
Student address details:	72 CROMWELL RD SOUTHSEA POKES
Gender: M/F/O	Female
Student tags:	☐ Abuse ☐ Access Spectrum ☐ EHEA ☐ EHC ☐ Food bank ☐ Mental health ☐ Sex ☐ Social worker
Additional details:	Additional details

Enabling Body Map on Incident Forms

Menu → Settings → Organisational Preferences → Incident → Inline Body Maps → YES → SAVE

Inline Body Maps

Enable inline body maps on the incident creation form. When enabled, staff can annotate body maps at the point of recording.

Display : ☒ Yes

Incident description
Please provide a detailed description of what happened. Use 4 paragraphs. The specific contents, a description of any treatments administered and whether the information recorded is fact, opinion or from a third party.

FRONT **BACK**

Actions taken:

Enabling Body Map on Safeguarding Forms

Menu → Settings → Organisational Preferences → Safeguarding → Inline Body Maps → YES → SAVE

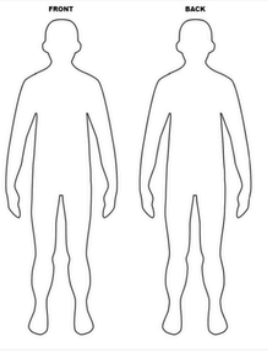
Inline Body Maps

Enable inline body maps on the safeguarding creation form. When enabled, staff can annotate body maps at the point of recording.

Display : ☒ Yes

Concern description
Please provide information pertaining to what happened, how it happened, the specific concerns, a description of any behaviours witnessed and whether the information recorded is fact, opinion or from a third party.

FRONT **BACK**



Actions taken: