**Immediate Staff Debriefing Following a Critical Violent Incident**

**Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Yes | No | N/A |
| **1** | **Injury Assessment** |  |  |  |
| 1.1 | Staff & student(s) involved identified |  |  |  |
| 1.2 | Injury assessment completed |  |  |  |
| 1.3 | Staff identified who completed the assessment |  |  |  |
| 1.4 | Medical attention required (see Report of Accident/Injury) |  |  |  |
| **2** | **Re-assurance & Follow-up For Students** |  |  |  |
| 2.1 | For student(s) Involved |  |  |  |
| 2.2 | For student(s)s who witnessed incident |  |  |  |
| **3** | **Communication Protocol** |  |  |  |
| 3.1 | Communication with parents of student(s) involved |  |  |  |
| 3.2 | Communication with general school staff |  |  |  |
| 3.3 | Communication with central administration |  |  |  |
| 3.4 | Communication with general school parents |  |  |  |
| **4** | **Immediate Staff Debriefing** |  |  |  |
| 4.1 | 3rd Party facilitator identified |  |  |  |
| 4.2 | Staff involved identified & participating |  |  |  |
| 4.3 | Staff have requested Federation/CUPE involvement |  |  |  |
| 4.4 | Immediate staff debriefing completed |  |  |  |
| 4.5 | Date & time for follow-up debriefing set |  |  |  |
| 4.6 | Outside support for follow-up debriefing identified |  |  |  |
| **5** | **Documentation Required** |  |  |  |
| 5.1 | Behaviour Log update |  |  |  |
| 5.2 | Violent Incident Form |  |  |  |
| 5.3 | Report of Accident/Injury |  |  |  |
| 5.4 | JHSC Report |  |  |  |
| 5.5 | Additional |  |  |  |
| **6** | **Follow-up Staff Debriefing** |  |  |  |
| 6.1 | Date(s) & time(s) set |  |  |  |
| 6.2 | Participants identified & confirmed |  |  |  |
| 6.3 | 3rd Party facilitator confirmed (if available/wanted) |  |  |  |
| 6.4 | Additional central staff support confirmed |  |  |  |
| 7 | On-going Staff Support |  |  |  |
| 7.1 | Identified staff who need recovery time |  |  |  |
| 7.2 | Reminded staff of E.A.P. |  |  |  |