

St Michael's House Special School Foxfield



Procedures for Recording and Reporting Challenging Behaviours

Procedures for Recording and Reporting Challenging Behaviour

The purpose of this Document is to identify the correct procedures for recording and reporting on challenging behaviour. Due to the needs of the students at St. Michael's House Special School Foxfield, challenging behaviour needs to be carefully monitored and managed to support student development and the safety of students and staff. There are many steps to the effective management of challenging behaviour and this document links to the schools:

- Code of Behaviour
- Accident and Injury Policy
- Behaviour Support Plans
- IEPs

Recording Challenging Behaviours

Within reasonable expectations, records should be kept of all challenging behaviours that impact on the quality of education or safety of the students and others in the school (when considering if a behaviour is challenging consider its frequency, duration and impact). In order to develop an appropriate response to the behaviour it must be recorded (to identify a description, function, antecedents and consequences). This provides data to be used to reduce challenging behaviour and also creates evidence that staff are attending to the behaviour. There are various methods of recording and the most effective will vary depending on the stage of investigation and the nature and function of the behaviour. Some of the methods of recording are:

- Frequency/Event Recording – record number of incidents of the behaviour over a set time
- Interval Recording – whether or not the behaviour occurs within a set time interval
- ABC Recording Sheets
- Scatter plots
- CALMS Form
- Incident Reporting Form
- Recording Form for Use of Soft Rooms

It is acceptable for class teachers to use their own methods of recording if it is deemed more suitable for accurate and useful data collection. In this case the teacher should make the principal aware of the recording method being used.

DATA MUST BE USED – once data has been collected the class teacher, with support as needed, must analyse the data to attempt to identify Antecedent, Consequence and Function. This analysis will be the basis for producing a Behaviour Support Plan with an Action plan for reducing and/or managing the behaviour. Once the Behaviour Support Plan has been put in place recording should still be done to monitor the effectiveness of the programme and adjust the plan if needed.

Reporting Challenging Behaviours

Reporting challenging behaviours is separate from the recording of challenging behaviours. It is essential that records are kept of challenging behaviours but just as important that they are reported to the correct people.

Who do we report to?

The first person who should be made aware is the class teacher. This is the basis for the recording beginning.

In the case of a new behaviour, it should be brought to the attention of parents, through the school diary (and a phone call if appropriate) that a new challenging behaviour has been noticed and will be monitored.

Records of CALM interventions and use of Soft Rooms should be passed to the principal on a weekly basis. Teachers and members of the MDT will be able to access this data whenever needed. Other data of challenging behaviour collected will be stored in classrooms for use of analysis by the teaching staff and the MDT if applicable.

Informing parents of challenging behaviour may be done in the school diary as it is part of the student's day in school. Careful wording should always be used (factual, not emotive).

Incidents of challenging behaviours that occur on transport to and from school will be recorded by the bus escort, handed into the principal and forwarded to Bus Éireann as deemed necessary.

In the case of any injuries please refer to the Accident and Injury Policy.

A selection of recording templates are available on the school's central drive. (M:/FORMS/Recording and Reporting)

Ratification and Review

This policy has been approved by the Patron Body and was ratified by the Board of Management on The policy will be made available to all parents/guardians and educational professionals on our website and on request from the school. The policy will be reviewed annually to ensure compliance with statutory requirements.

Signed:

Chairperson, BOM.