**Incident De-Brief Form**

This form can be used to aid the de-brief session for staff following a significant event. Please note only use the sections that feel most appropriate to use.

Give context to the staff to explain the importance of de-briefs and how this can support with processing the trauma they have experienced. This process will also aid to build a culture that is supportive, reflective and non-blaming.

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| --- | --- | --- | --- | --- | --- |
| **Name of de-brief facilitator** |  | **Time & date of de-brief** |  | **Time & date of incident**  |  |
| **Staff in attendance at debrief session:**  |  |

**1.0. Personal Reflections**

1.1. How are you feeling now?

1.2. How were you feeling during the incident?

1.3. What impact has this had on you? *(i.e., sleep, home life, at school, relationships with people)*

1.4**.** What ongoing support might you need?

**2.0. Interventions Used**

2.1. What went well?

2.2. What could we have done differently?

**3.0. Signs & Triggers: Incident Related**

3.1. Where there any early warning signs? (If yes, please describe them)

3.2. Where there any identifiable triggers? (If yes, please describe them)

**4.0. Learning Points:**

4.1. Are there any action points to take forward? Think about what can help to minimise the risk of this occurring again, reflect on the environment, training needs, review students risk assessment & learning plan. Is there anyone that needs additional support?