**Behaviour Analysis Form**

This form is to be used to document any behaviours of concern that occur during a support shift.

If behaviours of concern do occur on shift, in the first instance the Managing Director should be notified and provided with a detailed description of the event and following this, the Behaviour Analysis form should be completed and returned to [tanya@allaboutyou.org.au](mailto:tanya@allaboutyou.org.au).

|  |
| --- |
| 1. Please explain what happened, what you saw and what you heard: |

|  |
| --- |
|  |

|  |
| --- |
| 2. What did you do? How did you manage the situation? |

|  |
| --- |
|  |
| 3. What do you think triggered the events? Was there a change in the environment? |

|  |
| --- |
|  |

|  |
| --- |
| 4. Could the situation have been avoided? If so, how? |

|  |
| --- |
|  |

|  |
| --- |
| 5. What was happening in the environment 10 minutes prior to the situation? |

|  |
| --- |
|  |
| 6. What was happening 10 minutes after the situation had de-escalated? |

|  |
| --- |
|  |

|  |
| --- |
| 7. What do you think could prevent this occurring in the future? |

|  |
| --- |
|  |

|  |
| --- |
| 8. Has an Incident Report been completed? If NO, why not? |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| YES | 🞎 |  | NO | 🞎 |

|  |
| --- |
|  |

**Please note an Incident Report Form MUST be completed if an injury was sustained by anyone during the situation, even if only a suspected injury.**

|  |  |  |
| --- | --- | --- |
| Employee signature |  | |
|  |  |  |
| Date |  |  |