

## Accurate Reporting of School Incidents: Getting it Right

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This one day (5 hour) workshop, designed for up to 30 participants, prepares all members of the school community to be accurate interviewers/recorders of, and witnesses to incidents including property damage, physical injury and the use of physical intervention.

Most school districts already have a criteria for what kinds of incidents need to be reported. However, as the environments of schools change and more serious problems occur, professional judgment and intervention policies come under greater scrutiny. The incident report takes on a major role in safeguarding the rights of both the students and the staff.

### COURSE CONTENT

Participants will:

- learn a clear definition and gain wider understanding of what constitutes and incident
- learn through group activities and practice how to make an incident report function in the best interest of the entire school community
- explore specific factors that influence incident reporting
- learn tools for effectively interviewing students and staff who witness events
- gain direction on how to be an effective witness
- increase their knowledge of the pitfalls and common errors of incident reporting

Participants will explore how bias, expectations and prejudices influence incident reporting and how the environment, time and intensity of the incident may effect the data.

Through examples, discussions, and practice, the participants learn how to identify, think through, sort out and order the events of an incident. Participants are made aware of the critical importance of written documents, and how to safeguard against incomplete, inaccurate, or faulty reporting.

### PARTICIPANT FEEDBACK

*"It was such an eye opener. I appreciate a proactive approach instead of, "If only.."."*

**Judy Sax**, Victor Intermediate School

*"It's so important now-a-days to protect ourselves from lawsuits, etc.. This workshop gave me the tools to be much more aware when I am documenting incidents. It's a great skill in all areas of life. Everyone in schools should take this*

*workshop!"*

**Jack Matthys**, Williamson Central Schools

*"The information was very useful. It will help me to be more careful when filling out incident reports."*

**Phyllis Shoots**, Victor Central Schools

*"Went away with a good understanding & made me look at incidents differently."*

**Karen Adams**, Victor Primary School