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31st January 2025

To: All Teaching Staff (Distribution via Headteachers and Establishment Managers)

LNCT 2025/01 **GUIDANCE ON EVOTIX (Formerly SHE Assure)**

Following LNCT on [date], the attached Guidance on using Evotix was agreed.

This guidance sets out:

1. Definition of incident by type
 - a. Occupational violence
 - b. Dysregulated or distressed Behaviour
 - c. Use of Restraint or Seclusion
2. Incident reporting flow charts
 - a. Pupil/Young Person v Pupil/Young Person - Fight
 - b. Pupil/Young Person on Pupil/Young Person - Verbal abuse or harassment
 - c. Pupil/Young Person – Incident/Accident
 - d. Incident involving an employee
3. Practice, definition and recording and reporting expectations
4. How to report
 - a. A violent incident
 - b. A dysregulated or distressed behaviour incident
 - c. The use of restraint or seclusion
5. An example of an approach to a post incident debrief.

Yours sincerely

Jill Pringle (Management Side)
Colin Finlay (Teachers' Side)

Joint Secretaries

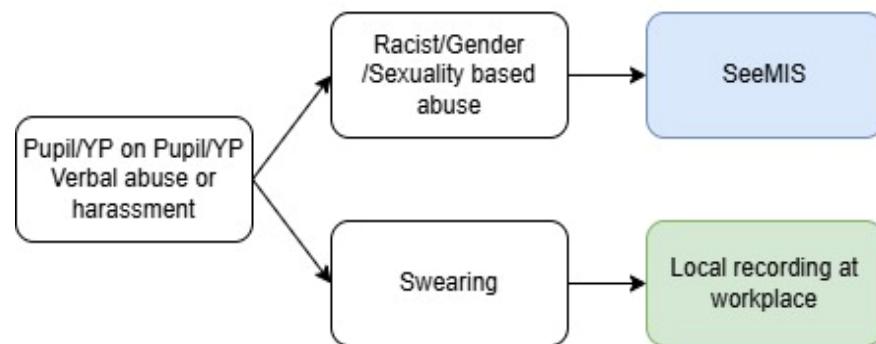
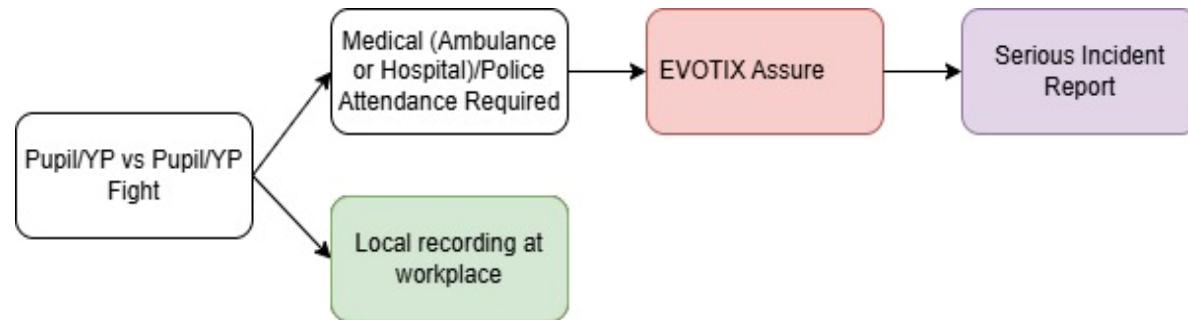


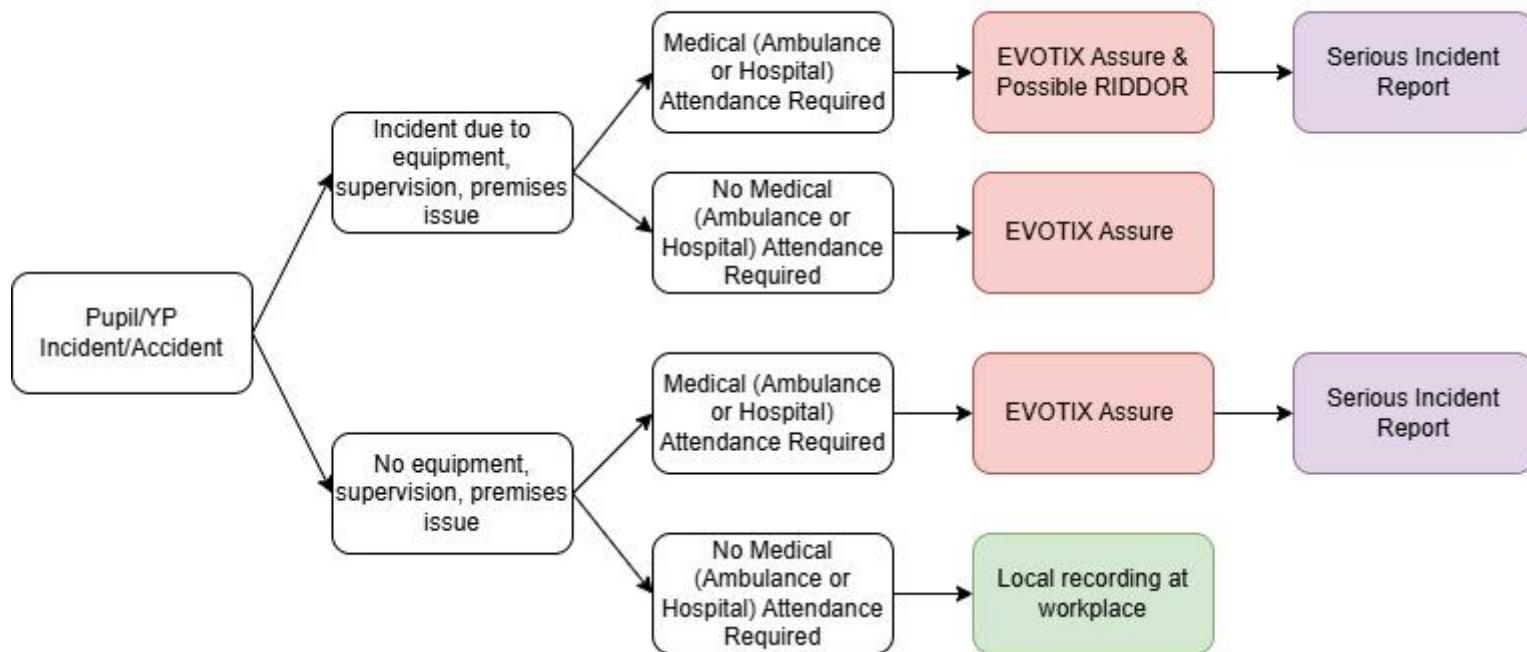
Guidance for Education Staff for Evotix (Formerly SHE Assure)

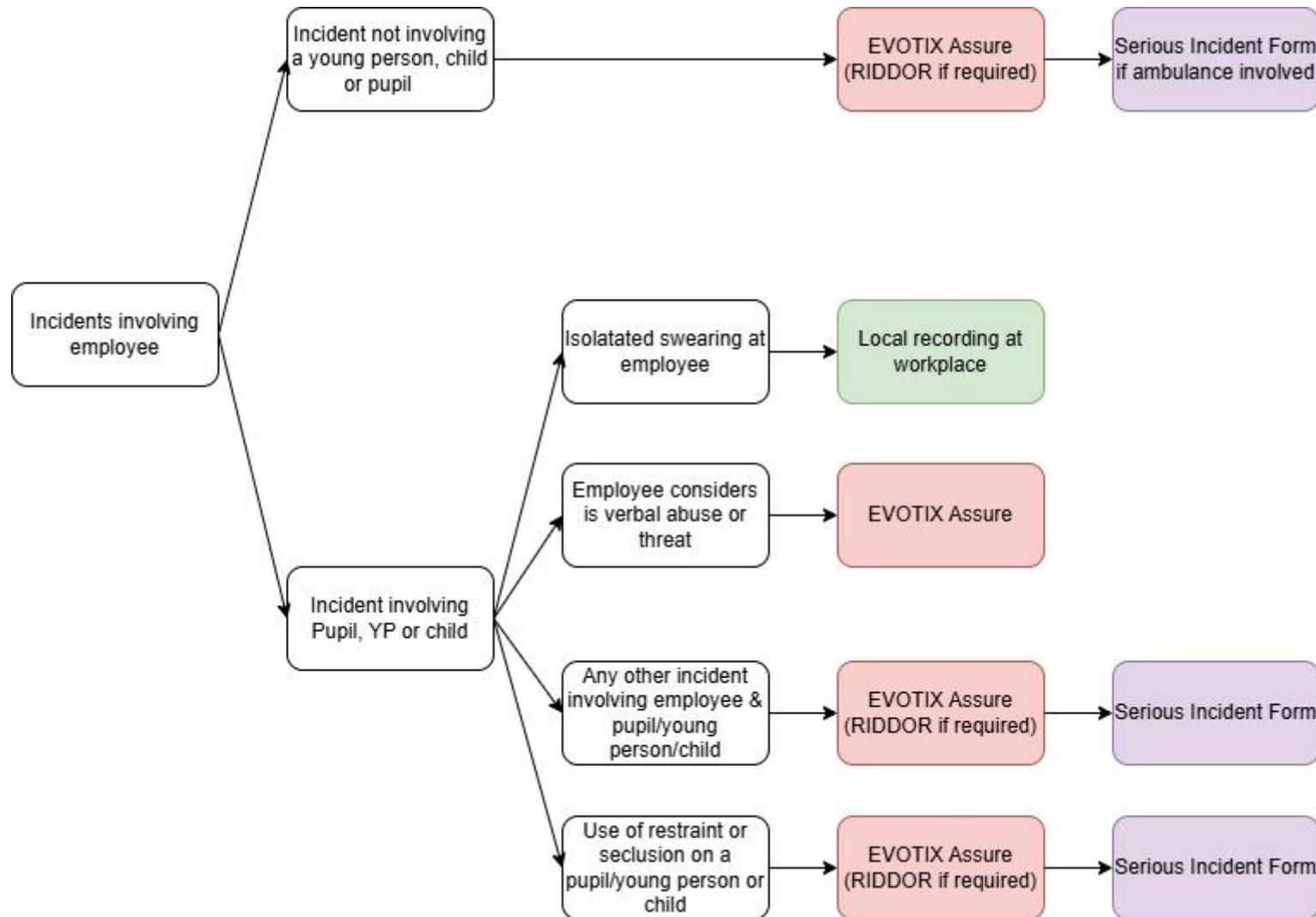
<https://app.uk.sheassure.net/falkirkcouncil/p/HHD2CKWX95>

Type of incident	Incident Sub – type	Definition
Occupational Violence	Verbal threat of violence Physical Violence	Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. There is an intent to cause harm or a credible threat to an individual's safety.
Dysregulated or distressed Behaviour	Verbal dysregulated or distressed behaviour Physical dysregulated or distressed behaviour	An incident where someone is harmed as a result of behaviours exhibited by another individual. The individual exhibiting these behaviours does not intend to cause specific harm to the injured person. These behaviours could be a result of: <ul style="list-style-type: none">• an underlying medical condition• additional support needs• individual experiencing crisis
Use of Restraint or Seclusion	Staff led withdrawal (without pupil consent) MAYBO level 3 TCI Physical Restraint (for non-trained staff) Mechanical Restraint Seclusion	This incident records the use of restraint against a child or young person. The use of seclusion and restraint must always be recorded on the same day. <u>When reporting this section it must be completed to reflect the person being restrained (i.e. the pupil).</u>

Incident Reporting Flow Charts







Practice	Definition	Recording and Reporting Expectations
Physical Intervention	A physical act carried out with the purpose of influencing, modifying or preventing the actions of a child or young person. Physical intervention includes direct physical contact and actions affecting the movement of a child or young person.	Physical intervention that does not involve restraint does not need to be recorded or reported. Physical intervention that involves restraint must always be recorded and its use reported, as per the flowchart.
Restraint	An act carried out with the purpose of restricting a child or young person's movement, liberty and/or freedom to act independently. There are 4 sub-types of restraint: <ol style="list-style-type: none">1. Physical Restraint2. Mechanical Restraint3. Staff-led Withdrawal without consent4. Seclusion	Reported by establishment to parents/carers as soon as possible during the school day and exceptionally within 24 hours of restraint being used. Recorded on Evotix as soon as possible and within 24 hours or next working day. A Serious Incident form must be completed and cc'd to the ASN Service Manager (Education Child Protection Lead).
Physical restraint	The use of direct physical force to restrict freedom of movement.	These need to be reported as Restraint or Seclusion with an incident subtype: Maybo level 3 – wrapping and holding Therapeutic Crisis Intervention (TCI) Unplanned Restraint
Mechanical restraint	The use of equipment to restrict freedom of movement <u>Mechanical restraint must never be used for compliance.</u>	The use of equipment with a restrictive element does not need to be recorded or reported if its use was in line with agreed plan. E.G postural support or seatbelts in cars. Any use out with the agreed plan should be recorded and reported in line with other restraints.
Seclusion	An act carried out with the purpose of isolating a child or young person, away from other children and young people, in an area from which they are prevented from leaving.	As per restraint recording and reporting and must include the duration of seclusion (in minutes). Recorded on Evotix as soon as possible and within 24 hours or next working day. A Serious Incident form must be completed and cc'd to the QIM Education Child Protection Lead.
Staff-led withdrawal	Leading a child or young person away from a situation which they are finding challenging to a place where they have a better chance of regulating their emotions and behaviour.	If used without the child or young person's consent, staff-led withdrawal should be recorded and reported in line with other restraints. If consent is given, its use should be recorded in the child's plan. Onward reporting not a requirement.
Pupil-led withdrawal	Where a child or young person temporarily moves away, at their request, from a situation which they are finding challenging to a place where they have a better chance of regulating their emotions and behaviour	The use of pupil-led withdrawal can be recorded in the young person's plan or pastoral notes. Onward reporting not a requirement.

 <p>Report a Violent Incident Allows user to report violence via the portal</p>	<p>For reporting a violent incident Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. There is an intent to cause harm or a credible threat to an individuals safety.</p>
<p>Team*</p> <p>Search for your Team or use the arrows to navigate through the organisational structure.</p>	Click on the cog to select your establishment
<p>Type of Person*</p>	Please report who the incident happened to. If a pupil was injured the person type would be pupil . If a staff member was injured during an incident please report as employee .
<p>Incident Type*</p>	Harassment Physical Violence Verbal Threat of Violence
<p>Details of the Incident*</p>	This should be as detailed as possible including: <ul style="list-style-type: none"> • The lead up to the incident • What happened during the incident • What happened to resolve the incident • Any post incident information. <p><u>The name of the young person should go in the 'people involved' section. Initials of those involved are acceptable in this section.</u></p>
<p>Tick the box for distressed or dysregulated behaviour / violent incidents*</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> Select as appropriate.
<p>Type of Intervention*</p>	None Pastoral Intervention De-escalation / verbal Maybo level 1 or 2 Non – restrictive Physical Intervention/ Break away Restrictive Physical intervention (Restraint) Seclusion

<p>Did the incident involve a young person or pupil? *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Select as appropriate</p>								
<p>What triggered the incident? *</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<p>Please include as much relevant information as possible:</p> <ul style="list-style-type: none"> • How the young person presented prior to the incident. • How the young person was during the lead up to the incident • Is there any further information that may help the investigation team. 								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Injury Type *</td> <td style="padding: 2px;">Part(s) Of Body Affected *</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> + Add </td> </tr> </table>	Injury Type *	Part(s) Of Body Affected *	+ Add		<p>Report injuries of who the incident happened to here.</p>				
Injury Type *	Part(s) Of Body Affected *								
+ Add									
<p>▼ Other People Involved</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">How Was Person Involved? *</td> <td style="padding: 2px;">First Name * </td> <td style="padding: 2px;">Surname * </td> <td style="padding: 2px;">Comments/Statements</td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 5px;"> + Add </td> </tr> </table>	How Was Person Involved? *	First Name *	Surname *	Comments/Statements	+ Add				<p>Aggressor Maybo level 2 Maybo level 3 TCI Untrained Physical Intervention Participant Witness First Aider</p> <p><u>Any young person involved must be named in this section.</u></p>
How Was Person Involved? *	First Name *	Surname *	Comments/Statements						
+ Add									

<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;">  Report a Disregulated or Distressed Behaviour Incident An incident where someone is harmed as a result of behaviours by another individual. The individual exhibiting these behaviours does not intend to cause harm. </div>	<p>For reporting Dysregulated or Distressed Behaviour</p> <p>An Incident where someone is harmed as a result of behaviours by another individual.</p> <p>The individual exhibiting these behaviours does not intend to cause specific harm to the injured person.</p> <p>These behaviours could be a result of:</p> <ul style="list-style-type: none"> • an underlying medical condition • additional support needs • individual experiencing crisis
Team* <div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 10px;"> Search for your Team or use the arrows to navigate through the organisational structure. </div> <div style="display: flex; align-items: center;"> <input style="width: 150px; height: 30px; margin-right: 10px;" type="text"/> Cogs ▼ </div>	Click on the cog to select your establishment
Type of Person* <div style="display: flex; align-items: center;"> <input style="width: 150px; height: 30px; margin-right: 10px;" type="text"/> ▼ </div>	Please report who the incident happened to. If a pupil was injured the person type would be pupil . If a staff member was injured during an incident please report as employee .
Incident Type* <div style="display: flex; align-items: center;"> <input style="width: 150px; height: 30px; margin-right: 10px;" type="text"/> ▼ </div>	Physical dysregulated or distressed behaviour Verbal dysregulated or distressed behaviour
Details of the Incident* <div style="border: 1px solid #ccc; height: 100px; margin-top: 10px;"></div>	This should be as detailed as possible including: <ul style="list-style-type: none"> • The lead up to the incident • What happened during the incident • What happened to resolve the incident • Any post incident information. <p>The name of the young person should go in the 'people involved' section. Initials of those involved are acceptable.</p>
Tick the box for distressed or dysregulated behaviour / violent incidents* <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="radio"/> Yes <input type="radio"/> No </div>	Select as appropriate

Type of Intervention*	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px;" type="text"/>	None Pastoral Intervention De-escalation / verbal Maybo level 1 or 2 Non – restrictive Physical Intervention/ Break away Restrictive Physical intervention (Restraint) Seclusion
Did the incident involve a young person or pupil?*	<input checked="" type="radio"/> Yes <input type="radio"/> No	Select as appropriate
What triggered the incident?*	<p>Please include as much relevant information as possible:</p> <ul style="list-style-type: none"> • How the young person presented prior to the incident. • How the young person was during the lead up to the incident • Is there any further information that may help the investigation team. 	
Injury Type * 	Report injuries of who the incident happened to here.	
+ Add		Aggressor Maybo level 2 Maybo level 3 TCI Untrained Physical Intervention Participant Witness First Aider
Other People Involved 		<u>Any young person involved must be named in this section.</u>
+ Add		

 <p>Report the use of Restraint or Seclusion Incidents for the use of restraint or seclusion against someone must be reported using this form.</p>	<p>Restraint Or Seclusion - This incident records the use of restraint/seclusion against someone.</p> <p>When reporting this section it must be completed to reflect the person being restrained (i.e. the pupil).</p>	
<p>Team*</p> <p>Search for your Team or use the arrows to navigate through the organisational structure.</p>	Click on the cog to select your establishment	
<p>Type of Person*</p>	This must be completed to reflect the person being restrained or secluded i.e. The Pupil	
<p>Incident Type*</p>	Staff-led withdrawal (without consent) Maybe Level 3 (wrap holding and escorting) Therapeutic Crisis Intervention (TCI) Unplanned Restraint Mechanical Restraint (use out with child's plan) Seclusion	
<p>Details of the Incident*</p>	<p>This should be as detailed as possible including:</p> <ul style="list-style-type: none"> • The lead up to the incident • What happened during the incident • What happened to resolve the incident • Any post incident information. <p>The name of the pupil should go in the 'people involved' section. Initials of those involved are acceptable.</p>	
<p>Tick the box for distressed or dysregulated behaviour / violent incidents*</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	Select as appropriate

<p>Type of Intervention*</p> <p>Restrictive Physical Intervention</p>	<p>This is set to Restrictive Physical Intervention (Restraint)</p> <p>Only other option should be Seclusion</p>
<p>Did the incident involve a young person or pupil?*</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>This should be ticked YES</p>
<p>What triggered the incident?*</p> <p><input type="text"/></p>	<ul style="list-style-type: none"> • Please include as much relevant information as possible: • How the young person presented prior to the incident. • How the young person was during the lead up to the incident • Is there any further information that may help the investigation team.
<p>Injury Type *</p> <p>Part(s) Of Body Affected *</p> <p><input type="text"/></p> <p><input type="button" value="+ Add"/></p>	<p>Report injuries of “who the incident happened to here”. This should only be for the person mentioned in who did the incident happen to section.</p> <p>If a staff member or another pupil is injured due to the restraint or lead up to this should be reported via a separate incident as either a violent incident or distressed/ dysregulated behaviour.</p>
<p>▼ Other People Involved</p> <p>How Was Person Involved? * <input type="text"/></p> <p>First Name * <input type="text"/></p> <p>Surname * <input type="text"/></p> <p>Comments/Statements <input type="text"/></p> <p><input type="text"/></p> <p><input type="button" value="+ Add"/></p>	<p>Aggressor Maybo level 2 Maybo level 3 Therapeutic Crisis Intervention (TCI) trained Untrained Physical Intervention Participant Witness First Aider</p>

Post incident De-brief (Carrongrange & Maybo example) This can be used as a guide to help promote robust conversations when filling in the investigation fields on Evotix and agreed action plans.

1. Describe the circumstances of the incident: (POPS – person, object, place, situation)

- Context (What? Who? Where? Why?)

- Triggers identified

- Behaviour presented (be specific)

- Risks

2. Describe and account for own actions: (SEAL – Safe? Effective? Appropriate? Lawful?)

- State options open to you and the reason for your choice:

- ✓ Secondary, non-physical de-escalation techniques (calming, distraction, persuasion etc)

- ✓ Tertiary, emergency exit, use of physical intervention (technique, duration, justification)

3. Describe any follow up actions and details of evidence:

- Description of injuries
- Debriefing or support measures
- Duty of care actions:
- Following any use of restraint or seclusion a welfare check on the young person must take place, has this happened? Consider UNCRC and/ or support from a Children's Rights officer.
- Who was informed (Parents, Senior Leadership Team)
- Details of any evidence, witness details, caught on CCTV etc for restraint, seclusion or serious incident.

4. Resolve

- What can we learn from this?
- What should we do differently next time?
- Now what? (Update pupil plan/procedures/policies/resources?)