



INCIDENT ANALYSIS GUIDELINES

The analysis of reported incidents is an important process that will feed into the initial functional assessment, but also crucially the review process once a plan is in place. This process does not need to be hugely complicated but should be used to identify possible trends or patterns around incidents. It's important that information around lower level incidents is also captured and included in analysis as this can provide a much deeper understanding of a person's behaviour and crucially what has worked to prevent the incident escalating further.

Key points to look at when analysing incidents:

- **Location**
- **Hour of the day**
- **Day of the week**
- **Incidents by week / month (are we seeing an increase or decrease?)**
- **Duration and topography of the challenging behaviour (this is important to focus on alongside frequency. Has the nature of the behaviour changed? Are incidents lasting longer or over more quickly?)**
- **Setting events**
- **Antecedents**
- **Consequences following the behaviour (both immediate and subsequent)**
- **Staff members/carers involved***

**Please note, one staff member/carer being frequently involved does not automatically imply that there is cause for concern with this staff member's practice. It could mean that this staff member works the most frequently with this young person or that they're better at the reporting process.*

Where possible, analysis should lead to the production of graphs that can be shared with the wider team to inform practice and evidence improvements over time. Remember to also share and discuss information related to activities and other areas of wellbeing.