



Violent Incident Protocol

Please note this is a standard response sent to everyone who logs a Violent Incident.

When reporting a Violent Incident you should always complete the findings section on the online form and include any action you have taken to deal with the offender and what you have put in place to help prevent a reoccurrence.

If the incident involves a School Pupil you could consider discussing with the Headteacher, involving an Educational Psychologist, meet with the Parent/Guardian, consider Exclusion or other appropriate solutions.

Where necessary you should conduct a Behavioural Risk Assessment - [Guidance and an example Audit/Risk Assessment](#) are available via Arcadia. An [online training course](#) is available via ALDO.

If the incident involves a HSCP Client you should update the Risk Assessment/Care Plan which is in place and detail the Control Measures to be implemented to prevent a reoccurrence e.g. List any Triggers which should be avoided or note changes in behaviour which can inform of potential violent behaviour.

In relation to Physical Violent Assaults on all Aberdeenshire Council Employees or Serious Threats of Harm you should inform the Scottish Police Service when you deem appropriate to do so (take advice from your Line Manager) and record this in the findings section.

When logging a Violent Incident, consider if you wish to notify your Line Manager or other appropriate person within your service by adding their e-mail address in the space provided in the top section of the online form.

Add the email address Aberdeenshire personnel you wish a copy of this Accident creation email to go to. (Maximum 3)

Enter their name e.g. John.Smith the @aberdeenshire.gov.uk will be added automatically.

Name	<input type="text"/>	<input type="button" value="Add Email"/>	<input type="text"/>	<input type="button" value="Remove Email"/>
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[H&S Newsletter Accident Recording and Accident Investigation](#)