|  |  |
| --- | --- |
| **Prompt questions** |  |
| **Staff point of view**  How does the member of staff feel about the intervention? What went well? What didn’t? Why?  What was supposed to happen? What did happen? Why was there a difference between what we expected to happen and what did?  How did the member of staff feel before, during and after the restrictive intervention? |  |
| **De-escalation**  What de-escalation strategies were used prior to the intervention? |  |
| **Other main points of discussion**  What, if anything, could have been done differently? How can we do better next time? What has been learned?  Have relationships been affected?  If relationships have been affected adversely how can these be restored? |  |
| **Outcomes**  What other strategies could be used in the future?  What support is necessary? e.g., referral to Occupational Health, training  Has the member of staff been made aware of Aberdeenshire Council’s external, confidential, counselling service for all employees - 'Employee Assistance Programme' provided through 'Time for Talking'? |  |

**Staff Debriefing Meeting Template**

Staff debriefing should take place as close to the time of the incident as possible taking full cognisance of the member of staff’s emotional wellbeing. The Head Teacher / member of staff designated by the Head Teacher should discuss the incident fully with the member of staff. A written record of the debriefing meeting should be completed. This should be retained securely within the school’s CALM Folder until the CALM Annual Return has been submitted to the authority. Thereafter the record of the debriefing meeting should be retained securely within the staff member’s individual file.