

# First Incident of Dangerous Behavior Checklist

- \_\_\_\_\_ Teacher contacts Regional Manager to Report Incident. RM contact CDD consultant to get L.E.A.D Incident Report.
- \_\_\_\_\_ Teacher completes L.E.A.D. Incident Report Form **if Restraint** was used in the classroom.
- \_\_\_\_\_ Teacher sends e-mail or phone call to ECSE Specialist to report the Incident when it is a child receiving Early Childhood CARES services. Teacher documents on WebCAF under Disabilities.
- \_\_\_\_\_ Teacher notifies parent of child's behavior (RM to give teacher Do's/Don't's list for communicating with parents).
- \_\_\_\_\_ Teacher & Regional Manager meet to debrief incident and develop mini-plan to guide staff for next 1–2 weeks. (ECSE Specialist included when it involves a child they are serving).
- \_\_\_\_\_ Mini plan includes the following:
  - Use of Routine-Based Resource Guide
  - Role Assignments
  - Time Line to Review Plan
  - Schedule Follow-up Meeting
  - The Behavior Tracking form recorded daily in the classroom.
  - The Behavior Tracking forms follow a rule of including one positive for every negative behavior that is monitored.
  - Home Observation Card for family to track behaviors at home.
- \_\_\_\_\_ Teacher documents plan under behavior plan in WebCAF.
- \_\_\_\_\_ Teacher puts copies of the mini plan and L.E.A.D. form in the child's file under Education. If it is a child with IFSP, file under Disabilities.
- \_\_\_\_\_ Teacher and Regional Manager meet to debrief implementation of Mini-Plan after 1–2 weeks or a few days pending the behavior. (Include ECSE Specialist when appropriate).
- \_\_\_\_\_ Regional Manager makes decision to build on mini-plan or make referral to Collaboration Team.
- \_\_\_\_\_ Collaboration Team determines if Restraint Training is needed based on following criteria:
  - Child is repeatedly unsafe
  - Child is dangerous to self and/or others
  - Child's behavior is unchanged by mini-plan interventions and is escalating
- \_\_\_\_\_ Head Start arranges for staff to participate in 3-5 hr. Safety First Training when Restraint training is a necessary part of a child's behavior plan.
- \_\_\_\_\_ Staff: **complete L.E.A.D. Incident Report Form each time Restraint** is used in the classroom and RM is notified.