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| --- | --- |
| **Debrief date:** | / / (day / month / year) |
| **Incident location:** |  |
| **Incident date & time:** |  |
| **CCF-65 incident report #:** |  |
| **Debrief attendees:** |  |

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| **What happened?** (full details are on the incident report form CCF-65) |
| **Briefly describe the incident including what type of unauthorised restrictive practice was used** (eg. seclusion, chemical, mechanical, physical, environment) |
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| **What was done in response?** |
| **What steps were taken to respond to the incident?** |
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| **Were any relevant stakeholders contacted?** |
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| **What was the impact of the incident?** |
| **Impact of the incident on the participant (including physical, emotional, psychological)** |
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| **Impact of the incident on the worker (including physical, emotional, psychological)** |
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| **Impact of the incident on Kyeema (reputational, financial)** |
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| **What can we learn from the incident?** |
| **What can be done to prevent the incident happening again?** |
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| **What changes need to be made to the participants behaviour support plan (suggestions for the behaviour support practitioner)?** |
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| **What changes need to be made to Kyeemas policy/procedures?** |
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| **How can we support the workers involved?** |
| What support is available to the worker/s involved? |
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| How can Kyeema support the worker/s in their recovery? |
|  |
| **Summary of key learnings from the incident and identify any next steps** |
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□ File electronic & hard copy in the participants’ file