

Washington South Supervisory Union
Northfield and Roxbury School Districts

PROTOCOL FOR DEALING WITH DIFFICULT SITUATIONS

Effective: December 9, 2015

- Contact your Building Administrator
- (If not available, contact _____ then _____)
- If an Administrator is not available, consider:
 - Can the people involved be easily redirected? To another area, away from onlookers or request others leave the area.
 - Can the concern/issue be identified or documented?
 - Can you or another adult assist?
 - Is a child or adult at risk of harm? Is it an emergency? Call 911. (*If 911 is called, call the SU office if you have not already done so.*)
 - Is it a reportable incident? DCF? If report is filed (within 24 hours) (orally and written), please notify your building administrator. (*Refer to WSSU "Procedures for Reporting Suspected Child Abuse".*)
 - Can more information be found in the WSSU Crisis Plan to assist with the situation?
 - If involving a behavior that warrants disciplinary action, alert the administrator within 24 hours.
- Immediately, after incident has concluded, document and report to your building administrator.
- Keep information confidential.