

# Therapeutic Thinking Electronic Toolkit Guidance Document

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Child/Young Person name	
Date of birth	
School/Setting	
Year group	
Plan co-ordinator	

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## Contents Page

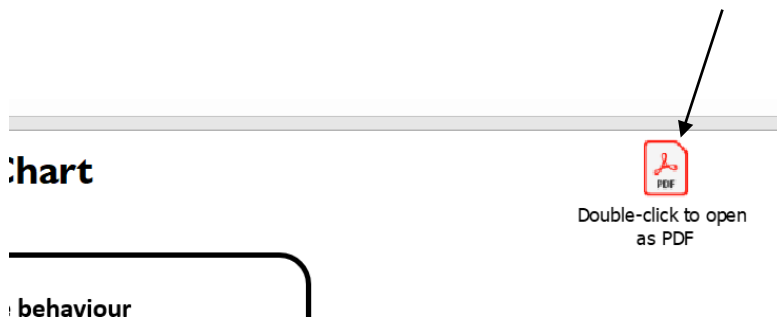
Enter the student/child's details in the green box. What you enter here will automatically appear on the individual analysis and planning sheets.

Click on the green arrows to navigate to the individual sheets within the toolkit.

You can always return to this page by clicking the blue home button in the top left-hand corner from anywhere in the document →

## Guidance Documents

You can open each individual guidance documents as a PDF, to either save in a separate place on your computer or network or for easier printing, by double clicking the PDF icon at the top-right of the individual guidance sheet.



Click the question mark on individual document pages to be taken to the relevant guidance document.

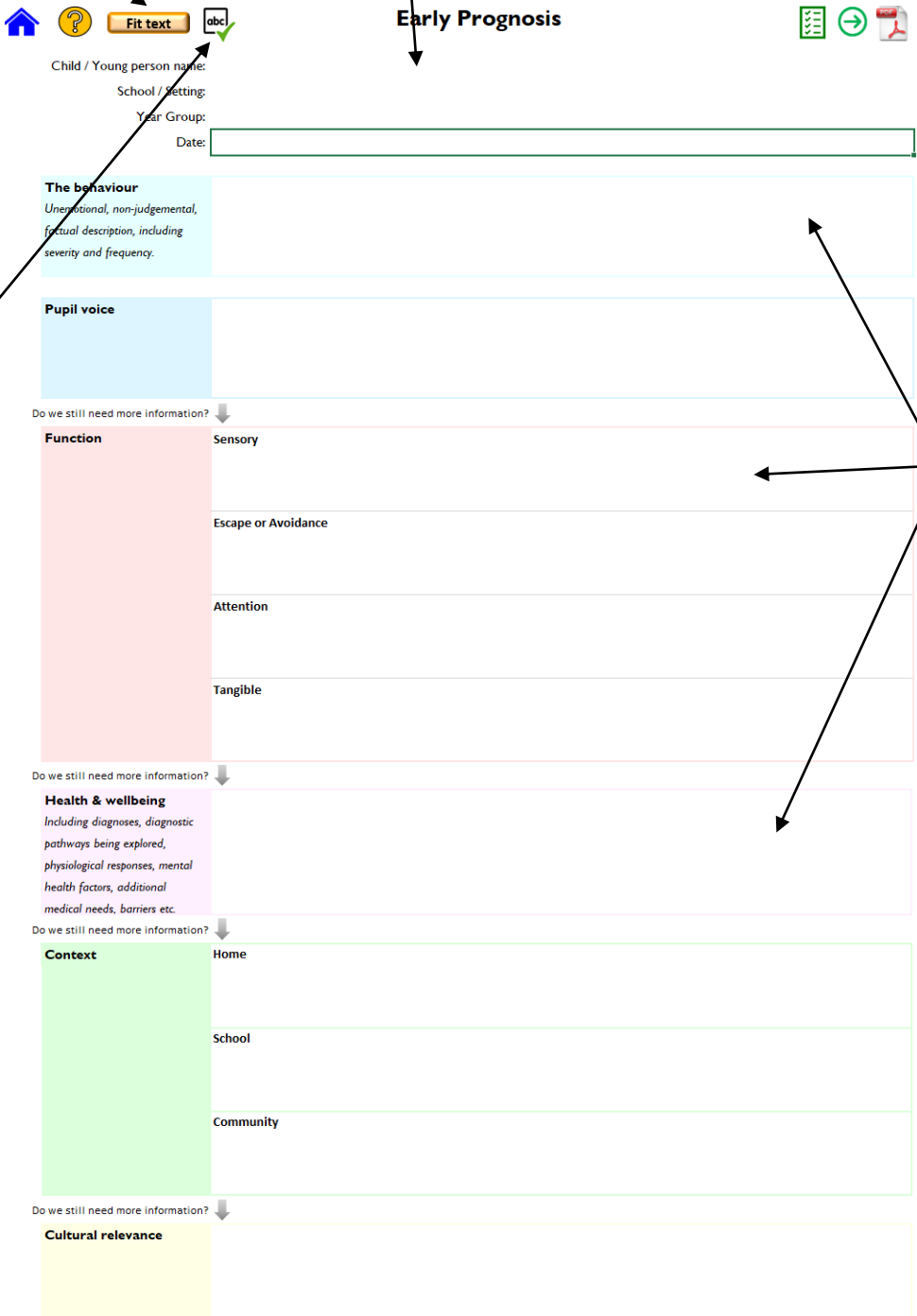
## Early Prognosis

Early prognosis can be used as a standalone document and it may not always be necessary to proceed through the rest of the analysis tools, depending on outcomes. Content entered on this sheet will not automatically populate further sheets in the toolkit but its contents should always be considered when completing further analysis.

Rows should expand automatically to fit in extra lines of text, but if any text disappears at the bottom of a cell, click this button to force the rows to resize to fit all your text in.

The information at the top is populated automatically from the information on the contents page.  
Click inside the grey outline to enter the date.

The green checklist button will take you to the Graduated Approach.  
The green forward arrow will take you to the next analysis sheet.  
A single-click on the PDF icon opens this as a PDF for saving or emailing separately.



**Early Prognosis**

Throughout the toolkit, this button will run a spellcheck for the page you are working on.

Click to type in each of the cells to enter the relevant information. You can change the font and size from the toolbar at the top if needed.  
  
If you want to start a new line within the same cell to create paragraphs, press Alt+Enter.

## Early Prognosis APDR

This sheet is to enable creation of an Assess, Plan, Do, Review cycle using the information gathered using the Early Prognosis tool. Content entered on this sheet will not automatically populate further sheets in the toolkit but its contents should always be considered when completing further analysis.

Rows should expand automatically to fit in extra lines of text, but if any text disappears at the bottom of a cell, click this button to force the rows to resize to fit all your text in.

The information at the top is populated automatically from the information on the contents page.  
Click inside the grey outline to enter the date.

Click the green checklist button to go to the Graduated Approach.  
Click the green back arrow to go back to the previous analysis sheet or the green forward arrow to go on to the next one.  
A single-click on the PDF icon opens this as a PDF for saving or emailing separately.

Child / Young person name:  
School / Setting:  
Year Group:  
Date:

### Early Prognosis - Assess Plan Do Review



<p><b>Assess</b> - professional opinion based on all the information (<i>Hypothesis</i>)</p>	<p><b>Plan</b> - what changes do we need to make to create success (<i>Adaptations</i>)</p>
<p><b>Review</b> - what has the impact been?</p>	<p><b>Do</b> - what does it look like in practice? (<i>Actions</i>)</p>

Click to type in the cells to enter the relevant information. You can change the font and size from the toolbar at the top if needed.

If you want to start a new line within the same cell to create paragraphs, press Alt+Enter.  
If you want to use bullet points, pressing Alt+0149 (on the number pad) is a shortcut for inserting a bullet symbol.  
These will work on any page.

**Risk Calculator**






The Name and Date of birth box are populated automatically from the information on the contents page.

The Date of birth box shows 00/01/1900 if there is no date of birth entered on the front page.

Click the green checklist button to go to the Graduated Approach.

Click the green back arrow to go back to the previous analysis sheet or the green forward arrow to go on to the next one.

A single-click on the PDF icon opens this as a PDF for saving or emailing separately.

 **Risk Calculator**    

<b>Name</b>	
<b>Date of birth</b>	00/01/1900
<b>Date of assessment</b>	

Date of assessment can be entered here.

Clicking the cells in these columns will show an arrow for a drop-down menu to select options. You are also able to type the options into these cells.

Harm / Behaviour	Opinion or Evidenced O / E	Seriousness of harm (A) 1/2/3/4	Probability of harm (B) 1/2/3/4	Severity Risk Score A x B
self				
peers				
staff				
to property				
com disruption				
Criminal Offence				
Harm from absconding				

*Risks which score 6 or more (probability x seriousness) should have strategies listed on the plan*

Seriousness	
1	Evidence of upset or disruption
2	Evidence of needing support intern

Once the Seriousness of harm column and the Probability of harm column have been completed, this column calculates the severity and RAG-rates automatically

## Dysregulation and Values and Beliefs Checklists

Both these sheets work in the same way.

Rows should expand automatically to fit in extra lines of text, but if any text disappears at the bottom of a cell, click this button to force the rows to resize to fit all your text in.

Click the green back arrow to go back to the previous analysis sheet or the green forward arrow to go on to the next one.

Click the PDF button to open the sheet as a PDF to save or email separately.

Click to type in the cells to enter the relevant information. You can change the font and size from the toolbar at the top if needed.

Question	Response
Medical factors?	
Situational factors?	
What is causing the sadness? <i>(What are the associated feelings? E.g. rejected, lonely, despondent)</i>	
What is causing the anger? <i>(What are the associated feelings? E.g. frustrated, embattled, terminated)</i>	
What is causing the fear? <i>(What are the associated feelings? E.g. worried, terrified, vulnerable)</i>	

Throughout the toolkit, this button will run a spellcheck for the page you are working on.

Question	Response
What are the perceived gains of the detrimental behaviour?	
Why do they believe their detrimental behaviour will be successful?	
Why do they believe valued behaviour will not be successful?	
Is the expected adult response preferable to...	

If you want to start a new line within the same cell to create paragraphs, press Alt+Enter.

If you want to use bullet points, pressing Alt+0149 (on the number pad) is a shortcut for inserting a bullet symbol.

These will work on any page.

**Anxiety Analysis**

To set up individual anxiety analysis sheets, you need to use the Factor Entry sheet.

You can get to this sheet directly from the contents page, by clicking the green arrow next to **Anxiety Analysis Factor Entry**, or by clicking the forward green arrow from the Conscious Checklist page.

Each column is one anxiety analysis page. The column headings can be edited to suit your needs and then the white cells below each heading edited to suit your setting. There are three “Custom” columns where the headings are not pre-populated and can be used as needed.

Please note that when column headings are edited then changes will appear on the sheets that follow (individual anxiety maps, predict and prevent grids, both summary sheets) but the heading will not change on the contents page or the tabs at the bottom. **Do not change the names of the tabs at the bottom of the screen as this will prevent the toolkit from functioning properly.**

This green arrow takes you back to the Conscious Checklist.

The green checklist button takes you to the Graduated Approach.

Each purple graph icon takes you to that column’s anxiety analysis, ready to enter your observations.

The green checklist button takes you to the Graduated Approach.

The blue paper icon takes you to the linked back page of the anxiety analysis – Predict, Prevent & Progress.

The PDF icon opens the anxiety map as a PDF.

The green forward arrow takes you to the summary sheet to view all anxiety analysis grids together.

Enter an “x” in each column to identify safely anxious, overwhelmed or over-dependent.

Please refer to the anxiety analysis guidance document for in-detail guidance on completing an anxiety analysis.

Click the pencil icon to go back to the factor entry page to make any changes.

Factor Entry Sheet

Time of day	Activities	Adults	Days of the week	Locations
08:45	Arriving at school		Monday	Classroom
09:15	Transition to the classroom		Tuesday	School reception
09:30	Register / Morning work		Wednesday	Sports / lunch hall
09:45	Assembly		Thursday	Nurture room
10:15	Break		Friday	Safe space
10:30	Coming in from break		Saturday	Toilets
11:00	Public focus / public praise		Sunday	Library
11:30	Writing			Computer suite
12:00	Reading			Moving around school
13:00	Drawing			Playground
13:30	Lunchtime - outdoors			School field
14:00	Lunchtime - indoors			Swimming pool
14:30	Instructions (perceived demand)			Stairways
15:00	Home time			Other outside areas

Subjects	Peers	Custom 1	Custom 2	Custom 3
Maths				
Reading				
Writing				
Science				
Computing				
P.E.				
Topic work				
R.E.				
P.S.H.E.				
Art				
DT				
Languages				
Music				

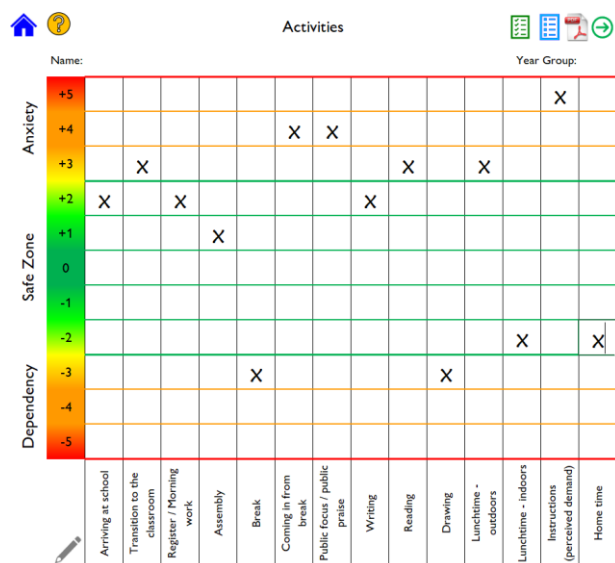
Activities

Name: \_\_\_\_\_ Year Group: \_\_\_\_\_

	Arriving at school	Transition to the classroom	Register / Morning work	Assembly	Break	Coming in from break	Public focus / public praise	Writing	Reading	Drawing	Lunchtime - outdoors	Lunchtime - indoors	Instructions (perceived demand)	Home time
Anxiety +5														
Anxiety +4														
Anxiety +3														
Anxiety +2														
Anxiety +1														
Safe Zone 0														
Safe Zone -1														
Safe Zone -2														
Safe Zone -3														
Safe Zone -4														
Dependency -5														

## Predict, Prevent and Progress

Once an anxiety analysis has been completed, the factors that overwhelm the child and the factors that the child is overly dependent upon are automatically populated on the linked back page – the predict and prevent plan.



The green checklist button takes you to the Graduated Approach.

The green back arrow takes you back to the anxiety analysis grid.

The PDF button opens the Predict, Prevent & Progress plan as a PDF.

The green forward arrow takes you to the differentiation summary.

Rows where there is nothing in the Predict column can be hidden before printing or exporting to PDF by clicking the orange Hide blank rows button.

Activities
PDF
←
→
PDF

Name: \_\_\_\_\_ Year \_\_\_\_\_

Score	Predict	Prevent	Progress
	Staff/Location/Activity/Peers/Time	Adaptations (including protective consequences)	Adaptations (including educational consequences)
+5 ↑	Unable to cope with:	What will manage the over-anxiety:	How will we teach and monitor the management of over-anxiety:
	Transition to the classroom		
	Coming in from break		
	Public focus / public praise		
	Reading		
+3	Lunchtime - outdoors		
	Instructions (perceived demand)		
Raised Anxiety	Vulnerable to being unable to cope with:	Monitoring needed:	Adaptation or contingency needed:
	Arriving at school		
	Register / Morning work		

This column cannot be edited from this sheet as the information is pulled from what has been identified through analysis. Any changes need to be made on the anxiety analysis grid.

Planned differentiation to reduce anxiety/dependency or any monitoring needed can be typed in the Prevent column.

Planned teaching of educational consequences and strategies to enable to child to better cope with/without individual factors can be typed in the Progress column.

The enter key moves you to the next cell and the row will expand automatically to fit text.

If you want to start a new line within the same cell to create paragraphs, press Alt+Enter.

## Summary sheets

The anxiety analysis summary sheet takes all the information from the individual anxiety analysis sheets and puts it together on one page.

The green checklist button takes you to the Graduated Approach.

The green tree icon takes you to the Therapeutic Tree sheet.

The green forward arrow takes you to the Differentiation Summary sheet.

The PDF icon exports the summary sheet to an A3-sized PDF document for saving or emailing separately.

Anxiety Analysis - Summary

These arrows take you back to the individual anxiety analysis sheets.

These blue paper icons take you forward to the individual predict, prevent and progress plans.

The differentiation summary sheet takes all the information that is typed into the Prevent and Progress columns on each individual Predict, Prevent & Progress sheet and puts it on one sheet as an overview of differentiation measures.

The rows will not expand automatically to fit the text in, so always click the orange Fit Text button before exporting as a PDF or printing to ensure all the information is shown.

The green checklist button takes you to the Graduated Approach.

The orange Fit Text button expands the rows where necessary to fit all text in.

The green back arrow takes you back to the Anxiety Analysis summary.

The PDF button exports the summary to an A3-sized PDF document for saving or emailing separately.

Differentiation Summary

These arrows take you back to the individual Predict, Prevent & Progress sheets.

The purple graph icons take you back to individual Anxiety analyses.



## Therapeutic Tree

Please see the separate Therapeutic Tree guidance for how to complete a Therapeutic Tree document.

Click to type in the cells in each section.

Rows will expand automatically when needed.

Font size and colour can be changed from the tool bar at the top if desired.

The green back arrow takes you back to the Differentiation Summary sheet.

The green checklist button takes you to the Graduated Approach.

The blue paper icon takes you to the Therapeutic Plan sheet.

The PDF icon exports the Therapeutic Tree to a PDF for saving or emailing separately.

## Therapeutic Plan

The Therapeutic Tree must be completed before a Therapeutic Plan, as the Therapeutic Plan sheet automatically populates with information from the Therapeutic Tree.

The Student Name, School / Setting, Year Group and Plan Co-ordinator boxes will fill automatically with the information entered on the front page.

To enter Date of Plan and Review Date, click just to the right of the text. This will bring up a text box where you can enter this information.

<b>Risk reduction measures and differentiation (to respond to triggers)</b>	
<small>What are the differentiated experiences we give this child to help lower anxiety and create helpful feelings and valued behaviours?</small>	<small>How are these measures used? (Time &amp; durations, planned scripts, planned activities, who is doing what, when are they doing it, where, which adults are involved, which peers are involved, contingency arrangements)</small>
<b>Valued behaviour</b> <small>What does it look like when they are stable and displaying valued behaviours?</small>	<b>Strategies to respond</b> <small>What do you want staff to do or say when they observe each of the valued behaviours?</small>
<b>DIFFICULT detrimental behaviours</b> <small>These should be the first signs the individual's behaviour is becoming detrimental. The individual no longer displays the valued behaviour. The behaviour is difficult but there is no imminent risk of harm to self or others or risk of damage to property.</small>	<b>Strategies to respond</b> <small>What do you want staff to do or say when they observe each of the listed anxiety, detrimental or difficult behaviours?</small>
<b>DANGEROUS detrimental behaviours</b> <small>This box can be left empty if there are no dangerous behaviours. A dangerous behaviour is one which will imminently result in injury to self or others, damage to property or behaviour that would be considered criminal if the child was the age of criminal responsibility.</small>	<b>Strategies to respond</b> <small>What do you want staff to do or say when they observe each of the listed crisis, detrimental/dangerous behaviours?</small>
<b>Post-incident recovery and debrief measures</b> <small>What are the structured conversations that are needed, and who is best placed to have these? How long after the incident will they occur?</small>	

The information in these boxes is taken automatically from the Therapeutic Tree sheet.

It cannot be edited here on the Therapeutic Plan sheet, therefore any changes that need to be made must be made on the Therapeutic Tree sheet.

The right-hand column is for entering the specific detail with regards to provision, differentiation and staff responses to observed behaviours.

Font size and colour can be changed using the toolbar at the top.

This box does not pre-populate as it is not pulling information from another sheet.

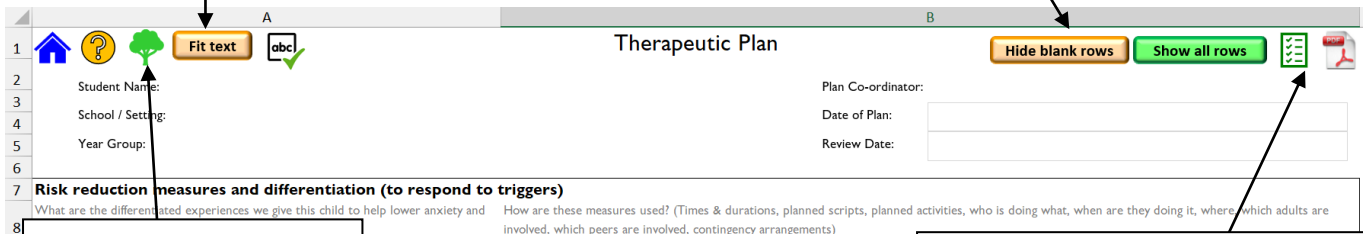
Use this to detail the structure of recovery time and debrief.

Rows do not automatically resize for text that has been pre-populated from another sheet.

Use the orange Fit text button to make sure all the information is shown.

Rows that have nothing written in the left-hand column can be hidden before printing or exporting as a PDF by clicking the orange Hide blank rows button.

The green Show all rows button shows all rows whether they are empty or not.




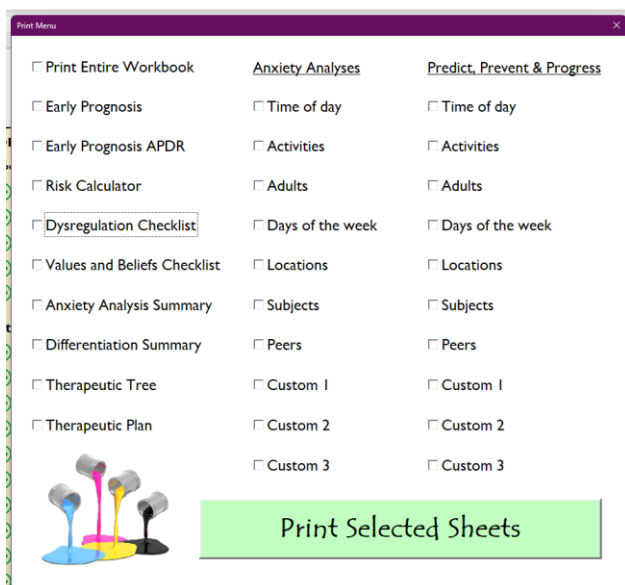
The green tree icon takes you back to the Therapeutic Tree sheet.

The green checklist button takes you to the Graduated Approach.

The PDF icon exports the Therapeutic Plan as a PDF for saving or emailing separately.

## Printing

Clicking the printer icon  on the contents page brings up this menu:



Check the boxes of the individual sheets you want to print or check the Print Entire Workbook box to print the entire toolkit.

When you click the Print Selected Sheets button, the sheets you have selected will be sent to your default printer using its default colour settings.

The file menu and print option can also be used for printing in the usual way if you need to make one-off changes to your printing preferences.

## Saving

This toolkit is simply an Excel spreadsheet workbook. It does not need an internet connection to work after it has initially been downloaded. This also means that it will not save automatically. The File menu and Save / Save As options can be used in the same way as any other Microsoft document.