

School Crisis Plan: Caregiver Interview

PURPOSE

This tool supports staff in building a partnership and rapport with caregivers to provide the necessary supports for students. These interview questions can be used prior to, during, or after a crisis.

DIRECTIONS:

This tool should only be used by a member of the leadership team, crisis team, or student support team. The content of this tool can be used to integrate some additional questions of a caregiver in the event a protocol or script has already been created by the school.

Pre-Interview Preparation

BASIC INFORMATION

Student Name:		Grade:	
Interviewer Name:		Role:	
Interviewee Name:		Role:	

LOGISTICS

Method:	<input type="checkbox"/> In person <input type="checkbox"/> Phone call <input type="checkbox"/> Video call <input type="checkbox"/> Other:	Date and Time:	
Language:		Translation:	<input type="checkbox"/> No , translation is not needed <input type="checkbox"/> Yes , translation is needed Translator:

Interview Script

INTRODUCTION	NOTES
<ul style="list-style-type: none"> ▪ Start the interview by thanking the caregiver for participating and providing such information as they are the experts on the student. ▪ Ask caregiver if translation will be needed (<i>ideally this would be known prior to the interview</i>). ▪ Explain your role in the school. ▪ Share some of the student’s strengths. ▪ State the reason the caregiver is being interviewed at this time. The purpose is to develop a deeper understanding of the family so that the appropriate supports can be put together for the wellbeing of the student. Provide some insight into the concerns listed on the referral. ▪ Warn that some of the questions may feel intrusive, as it is in an effort to ensure the safety of the student. ▪ Ask the caregiver if they have any questions. 	

QUESTIONS	NOTES
<p>“Can you tell me about the family composition?”</p> <p><i>Siblings, relationship to adults in the home, living arrangements, etc.</i></p>	
<p>“Can you tell me more about [student name]’s background and culture?”</p> <p><i>Languages spoken, religious practices that impact school attendance and participation, etc.</i></p>	

<p>“What are some of [student name]’s interests? What talents do they have?”</p> <p><i>Extracurricular activities, strengths, talents, etc.</i></p>	
<p>“Does [student name] demonstrate this need(s) indicated at home?”</p> <p><i>Restate the reason for referral as needed</i></p>	
<p>“Are there any concerns about how the student is feeling or functioning at home?”</p> <p><i>Reports feeling sad, angry, scared, thoughts of harming themselves or others, etc.</i></p>	
<p>“Are there any significant school changes, involvement in services, etc., that we should know about?” (Particularly for new students)</p> <p><i>Academic support, retention, safety transfers, multiple moves, academic concerns, testing, etc.</i></p>	
<p>“Are there any past or current significant events that may be impacting [student name]?”</p>	

“Are there family stressors the school should be aware of? What would you like support with?”

Medical care for student or family members, living arrangements, employment, etc.

Additional Question(s):