

## ***Restraint & Seclusion***

### ***Notification Requirements***

Families must be notified within 24 hours if physical restraint/holding skills or seclusion is used on their child. Date, time, method, and person contacting the guardian must also be documented (form for documentation included in Appendix). Copies of documentation should be signed by the person completing form and the Head of School. Copies of documentation must be sent within 24 hours of action to the parent/guardian, Regional Director of Special Programs (if student has an exceptionality), and Principal.

### ***Training Requirements***

All school administrators and behavior facilitators are required to be trained in the network-approved safety training program. IDEA Public Schools approved safety training program is Non-Violent Crisis Intervention (NCI) Program by Crisis Prevention Institute (CPI). Social workers, teachers, related service providers, nurses, paraprofessionals, school bus drivers, bus attendants, cafeteria workers, custodians, and other school system personnel will be trained on an as needed basis.

### ***Physical Restraint Guideline***

Physical restraint/holding is permitted only under the following conditions:

1. If the student's behavior presents a threat of imminent risk of harm to self or others.
2. As a last resort to protect the safety of self and others.
3. In a manner that causes **NO PHYSICAL INJURY** to the student.
4. Results in the least possible discomfort to the student.
5. Does not interfere in any way with a student's breathing or ability to communicate with others.
6. Does not involve the use of any form of mechanical restraint.
7. The student is not physically restrained/held in a manner that places excessive pressure on the student's chest or back or that causes asphyxia.
8. Applied only in a manner that is directly proportionate to the circumstances and to the student's size, age, and severity of behavior.
9. When school administration and Non-Violent Crisis Intervention (NCI) Team determine that physical restraint/hold is not effective, the student's parent/guardians will be notified. School administration will determine the appropriate action (e.g., contact Sheriff's Department, Emergency Medical Services).

Physical restraint/hold is prohibited:

1. As a form of discipline or punishment.
2. As a threat to control, bully, or obtain behavioral compliance.
3. For the convenience of school personnel.
4. When unreasonable, unsafe, or unwarranted.
5. If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the principal of the school in which the student is enrolled).

### ***Monitoring & Documentation***

Physical restraint/holding require monitoring, documentation, and analysis of data collected:

1. Continuous monitoring.
2. Documentation every five (5) minutes (with adjustments made accordingly).
3. Student is released/removed as soon as the reasons for the action have subsided.
4. Principal, school social worker, and Director of Special Programs (if student with exceptionality) are notified in writing (Restraint/Holding/Seclusion Report forms in Attachments).
  - a. Within 24 hours of EACH incident of seclusion/restraint/holding
  - b. Reason for seclusion/restraint/holding
  - c. Description of procedures used
  - d. Length of time of seclusion/restraint/holding
  - e. Names and titles of school employees involved
5. The principal will contact the parent regarding the incident.
6. Person/Employee who used seclusion/restraint/holding shall complete Seclusion/Restraint/Holding Report Form for each incident of restraint/seclusion/and holding.
7. Documentation of incidents of seclusion and/or holding shall be reviewed at least once every three (3) weeks for students whose challenging behavior continues or escalates.
8. When student is involved in three (3) incidents in a single school year, convene the IEP team to review and revise the student's behavior intervention plan to include appropriate and necessary behavioral supports.

Seclusion data must be analyzed at least annually. These procedures should be reviewed and revised as necessary during the interim period to ensure appropriateness and effectiveness.

It is recommended that data will be used to track the number of incidents of seclusion by student, staff, and type of incidents; and other factors, such as precipitating events and other observable factors.

### ***Physical restraint documentation***

If a student in your school becomes a danger to themselves or others AND is restrained by one or more staff members for any amount of time, you must complete IDEA Public School's Physical Restraints Form. Follow these steps after an incident involving a physical restraint is resolved:

1. The principal will notify the parent(s)/guardian(s) of the student who was restrained on the same day that the incident occurred.
2. Document the incident using the Physical Restraints Documentation Form within 48 hours
  - o Ask all participants and witnesses to review the documentation form and sign page 2.

- Meet as a school leadership team with the participants/ witnesses to the incident and debrief what occurred. Determine as a group if procedures were followed according to CPI training standards and network policy.
  - Ask members to sign off on the conclusions of the debrief meeting. Participants that disagree may submit a separate statement regarding their conclusions.
3. A copy of the completed form with original signatures must be kept on file in the principal's office.
  4. A scanned copy of the completed form must also be sent to the RtI Point Person within 48 hours.
  5. If a student has an IEP, a copy of the form should be given to the Regional Director of Special Programs, who will enter it in SER.