

Use of Physical Restraint Procedures CHECKLIST

When an incident that involves physical restraint occurs, please follow these procedures:

Steps	Form	Actions
1.		<ul style="list-style-type: none"> • After the incident: monitor the physical and psychological wellbeing of both the student and the staff member who applied the restraint for the rest of the school day. Watch for shock, possible unnoticed injury and delayed effects. • Check the staff member and the student regularly to ensure they are not in shock. Support them as necessary. • DP or SLT member: Tell the parents or caregivers the same day the incident occurred so they can monitor the student's wellbeing at home. • If the student is in the dorms, ensure that dorm staff are told so that the student's wellbeing can be monitored after school OR If the incident occurs in the dorm ensure the teachers are aware so that they can monitor the situation.
2.	Staff physical restraint incident report form	<p>Within 24 hours and as soon as possible:</p> <ul style="list-style-type: none"> • The staff member involved in the incident fills in the form. • The form is signed by Principal, Staff member involved and other staff witnesses. • Place a copy of the form in student's file
3.	Staff Reflection Form.	<p>Within 24 hours or as soon as possible:</p> <ul style="list-style-type: none"> • The staff member involved in the incident fills in this form. • Staff member signs form. • Staff witnesses sign form.
4.	Debriefing form for staff involved in physical restraint incident.	<p>DEBRIEFING STAFF</p> <ul style="list-style-type: none"> • The staff member involved in the incident fills in a form. • Complete form within 2 days of the incident. • Debriefing should be facilitated by the Principal or another member of the Senior Leadership Team. • Another staff member who was not involved in the restraint should attend. • If a behaviour specialist from the MOE or RTLB is supporting the student's team they should be part of the debriefing process. • If the police were involved in the incident, invite them to participate in the debriefing session. • Write minutes of the meeting.
5.	Physical restraint debriefing form – parents or caregivers, student	<p>DEBRIEFING PARENTS OR CAREGIVERS</p> <ul style="list-style-type: none"> • The parents or caregivers should be notified and involved in the discussion about the incident with the Principal or

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		<p>Principal's delegate as soon as possible so they can monitor their child's physical and emotional wellbeing at home.</p> <ul style="list-style-type: none"> • Offer the parents or caregivers a separate debriefing as soon as practically possible, preferably within 2 days of the incident. • The parents or caregivers should be given the opportunity to discuss the incident and invited to become active partners in exploring alternatives to restraint. • The staff member who applied the physical restraint should not be part of this meeting. • Minutes need to be written – with next steps or actions.
6.	<p>Complete the form, <i>Information for the Ministry of Education and the Employer Form</i></p>	<p>Email to physical.restraint@education.govt.nz</p> <p>Provide a copy to the Principal – to be forwarded to the BOT.</p>

Please note: The information in these forms may be the subject of requests made under the Privacy Act 1993 and the Official Information Act 1982.