

ST JOSEPH'S SCHOOL OTAHUHU

PHYSICAL RESTRAINT POLICY

RATIONALE : To act in accordance with the Guidelines for Registered Schools in New Zealand on the use of Physical Restraint, August 2017. To ensure that both students and staff are protected when/if physical restraint is necessary.

- To provide guidelines for the use of physical restraint when it is seen as a last resort.
- If necessary to identify authorised staff members (who are not teachers) that are able to use physical restraint
- To record any incidents of physical restraint and provide for debriefing of these incidents.

Authorisation of staff members who are not teachers

- A non-teacher employee, must be “authorised” and have received specific training to use physical restraint (in accordance with section 139AC of the Act).
- Every “authorisation” must be in writing.
- The Principal must give the employee a copy of the “authorisation” that includes the detail of the “plan” for the student for whom they have the “authorisation”.
- The Principal (or deputy) may, revoke an authorisation (in writing) at any time.

Notifying the use of physical restraint

1. St Joseph's School will ensure parents or caregivers are notified if physical restraint is an element in a student's Individual Behavior Plan (IEP)
2. An IEP must include an explanation of how physical restraint will be applied in accordance with the Guidelines.
3. The school will ensure parents or caregivers are notified as soon as possible about any incident of physical restraint, including how it was managed in accordance with the Guidelines.

Monitoring the use of physical restraint

The principal/DP/SENCO will take appropriate steps to ensure that –

- for any student who has been physically restrained and for any staff member who has used physical restraint that their physical and psychological wellbeing is monitored following an incident of physical restraint.

The Principal will ensure that the records kept under clause 9 are analysed so that trends can be identified.

The Principal must check that documentation about each incident is complete.

Reporting on the use of physical restraint

1. The Principal will report every incident of physical restraint to the Ministry of Education using the form required (Appendix 1).
2. Any staff member who uses physical restraint must complete a staff physical restraint incident report. The Principal will place a copy of the form in the student's file and provide a copy to the student's teacher/s, parents and/or caregivers.

Keeping records

1. The school will keep written records of every instance of physical restraint of a student that is carried out under section 139AC of the Act.
2. Each record must be kept/archived for a minimum period of 7 years.

Training and support for staff

1. The Principal will ensure teachers and authorised staff members are both supported and trained.

POLICY REVIEWED (9 April 2018) and APPROVED:

Appendix 1



MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA



Incident of Physical Restraint Form

Information for the Ministry of Education and the Employer

<u>Completed by</u>			
<u>Date of Incident</u>		<u>Date of Report</u>	
<u>School name & number</u>			
<u>Student's National Student Number (no name)</u>		<u>Date of Birth</u>	
<u>Gender</u>		<u>Year Level</u>	
<u>Ethnicity</u>			
<u>First time the student has been physically restrained?</u>	<u>Yes / No</u> (delete one)	<u>The student was physically restrained more than once during the day?</u>	<u>Yes / No</u> (delete one) <u>If yes, how many times?</u>
<u>The student has an Individual Behaviour Plan?</u>	<u>Yes / No</u> (delete one)	<u>Physical restraint was a part of the plan?</u>	<u>Yes / No</u> (delete one)
<u>Were parents notified?</u>	<u>Yes / No</u> (delete one)		
<u>Was anyone injured?</u>	<u>Yes / No</u> (delete one) <u>If yes, describe</u>		
<u>Was the staff member</u>	<u>Yes / No</u> (delete one)		

who applied the restraint a teacher or authorised staff member?

If no, provide details

Role of staff member who applied the restraint

Teacher / Other (delete one)

If Other, describe role:

Did the staff member who applied the restraint receive any training prior to the incident?

Yes / No (delete one)

If yes, what training?

Why was the use of physical restraint considered necessary?

Serious and imminent risk to the safety of the student or any other person – describe

Any other comments

Required Action

Complete the form above and email it to the Ministry of Education at <mailto:physical.restraint@education.govt.nz> Provide a copy to the employer (board of trustees, sponsor of a partnership school kura hourua, or manager of a private school)

Note: The information in this form may be the subject of requests made under the Privacy Act 1993 and the Official Information Act 1982.

