

Purpose

This document explains what documentation and reporting are required after a child has been restrained.

Procedure

Restraint will only be used as a last resort to prevent serious injury to persons, serious property damage, or to obtain possession of a dangerous object. A child will not be restrained longer than it takes to achieve the safety goal. Site teams will not use restraint as a punishment or to force a child to comply. Site teams follow *Child Guidance and Support Policy and Procedure* that align with the ECEAP Performance Standard on Child Guidance (E-8), which state that when restraint occurs, program standards require written documentation detailing the occurrence. Documentation will take one of two paths depending on the circumstances – an isolated incident or a repeated incident.

Isolated Incident

When an isolated incident of restraint occurs to maintain safety, complete the *Restraint Documentation Form: Initial or Isolated Incidents*. Follow this procedure:

- Fill out the form completely and write in an objective manner.
- Inform your supervisor immediately.
- Notify parents/guardians in person or by a phone call. Restraint of a child is serious and requires a verbal conversation with the child's parent/guardian.
- Document the conversation with the child's parent/guardian; include the date and time, notes about the conversation and your signature.
- Keep documentation in the child's confidential file. All restraint documentation must also be kept for three years after the child exits preschool.
- The Center Director must inform the PSESD Associate Superintendent of Early Learning regarding all restraint incidents and provide copy of the documentation within 24 hours.

Restraint of Children Documentation - Procedure

Repeated Incident

When a child displays consistent or ongoing behaviors that require repeated use of restraint for safety reasons (carrying a resisting child to the bus, physically stopping a child from climbing a fence or running out a door), a written Behavior Support Plan must be developed in coordination with the child's parent/guardian and with the involvement of a Disability or Mental Health Coordinator. The plan must include the following:

- The specific behavior that results in a safety issue.
- The agreed upon response by adults in the classroom, including how the child may be restrained for no longer than the time needed to achieve the safety goal.
- The way the child's parent/guardian will be kept informed of the effectiveness of the plan and informed of each incident of restraint.

A *Restraint Documentation Log* is included with the plan to document the individual incidents of restraint. Complete the following steps on the log:

- Complete and date each restraint incident on the log. Write details in a clear, objective manner. Sign or initial each entry.
- Document communication with parents/guardians as detailed in the *Behavior Support Plan*.
- Keep your Disability or Mental Health Consultant up to date.
- Copies of the form must be kept in the child's confidential file.

All restraint documentation must be kept for three years after the child exits preschool.