

# Restraint Documentation Form - Initial or Isolated Incidents

## Purpose

This explains what must be documented and reported after a child has been restrained.

## Guidance

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.

## Procedure

Site teams follow [Child Guidance and Support Policy](#) and Procedure that align with the ECEAP Performance Standard on Child Guidance (E-210), which state that when restraint occurs, program standards require written documentation detailing the occurrence. **All restraint documentation must be kept for three years after the child exits preschool.** When an isolated incident of restraint occurs to maintain safety, complete the form below.

- Inform your supervisor immediately. Fill out the form completely and write in an objective manner.
- 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.

<b>Date</b> _____	<b>Child's Name</b> _____
Staff involved in restraint _____	Time of Day _____
Site/Center _____	Classroom _____
Describe the situation, the child's behaviors, and the safety issue _____	
_____	
Describe what the adult did, including the limited restraint strategies used (include length of time restrained) _____	
_____	
Describe the follow up that took place after the restraint strategy was used _____	
_____	
<input type="checkbox"/> Parent/Guardian was notified: Date _____ Time _____ <input type="checkbox"/> Phone call <input type="checkbox"/> In Person	
Brief description of discussion _____	
_____	
<b>Staff Signature</b> _____	<b>Date</b> _____