

Restraint Documentation Form - Initial or Isolated Incidents

Date: _____ Child's Name: _____

Staff involved in restraint: _____ Time of day: _____

Site/Center: _____ School/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: _____

Parent/Guardian was notified on: _____ Date: _____ Time: _____

Phone Call In Person Brief Description: _____

Signature of Staff who restrained child: _____ Date: _____

Final Steps

- 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.