

Restraint Documentation Log

The following log is used to document repeated use of limited restraint by an adult for safety reasons when there is a *Behavior Support Plan* in place that details how limited restraint will be used in cases of safety. This log must be attached to the plan and used to record the individual incidents of limited restraint. Be sure to document any significant details of each incident if they differ from what is described in the *Behavior Support Plan*. Use the *Restraint Documentation Procedure* to fill out the log correctly.

Child's Name: _____

Site/Center: _____ School/Classroom: _____

Behavior/Situation: _____

Safety plan/how limited restraint will be used appropriately: _____

How the family will be notified/communicated: _____

Date	Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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 PSED Associate Superintendent of Early Learning regarding all restraint incidents and provide copy of the documentation within 24 hours.