



Physical Restraint Procedure

RATIONALE

To act in accordance with the Guidelines for Registered Schools in New Zealand on the use of Physical Restraint, August 2018. 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. Elim Christian College will ensure parents or caregivers are notified if physical restraint is an element in a student’s Individual Behaviour 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 / Campus Lead / Assistant Campus Leads will take appropriate steps to ensure that:

- For any student who have 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.