

The written record of incidents where physical restraint is used must include:

- location of the incident;
- name of witnesses (staff and/or students);
- incident outline including student's behaviour, what was said, steps taken, degree of force applied, and how applied;
- student's response and outcomes; and
- details of any injury or damage to property.

In all instances of physical restraint the principal will record the incident on the departments online incident notification system. In all instances where the physical contact has been documented the principal will record the incident on the department's online notification system.

SAMPLE INCIDENT REPORT

Incident Report	
Location	
Date & Time of event	
Duration	
Staff present/observed	
Who was involved?	
Incident Outline	
Injury and or Damage to Property	

Note: Some staff in mainstream schools and in Education Support settings work with children who may reasonably be predicted to require physical management on occasion. For these staff it is more likely that specialist training in Physical Intervention Techniques may be appropriate, and indeed necessary.

SCHOOL BEHAVIOUR MANAGEMENT

Physical Contact - School Regulation 38, BMIS & Guidelines

[Regulation 38 inserted in W.A. Government Gazette August 2007 p. 4318.]

School Education Regulations 2000

Part 3 - Management of government schools

Division 4-Supervision of students, protection of persons and property

38. Supervision of students, restraint of persons:

A member of staff of a government school may, in the performance of the person's functions, take such action, including physical contact with a student or a student's property, as is reasonable;

- (a) to manage or care for a student; or
- (b) to maintain or re-establish order; or
- (c) to prevent or restrain a person from
 - placing at risk the safety of any person; or
 - damaging any property.

GUIDELINES FROM BMIS (Last updated: 9 April 2013)

3.4 USE OF PHYSICAL CONTACT AND RESTRAINT

3.4.1 PHYSICAL CONTACT TO CARE FOR A STUDENT OR TO MAINTAIN ORDER

Staff may use contact to prompt, to give reassurance or to offer support in a variety of situations. Younger students in particular may need reassurance and comfort in certain situations. Staff should be aware that some students find this use of physical contact unwelcome or inappropriate.

Guideline: School staff may use physical contact to care for a student or to manage their behaviour. Physical contact with students differs from restraint in that it uses little or no physical force and its purpose is to correct or direct a student.

Staff must only use reasonable physical contact once other less intrusive alternatives have failed.

Guideline: Examples of physical contact include escorting a student by the arm or hand, holding, guiding or shepherding.

Physical contact must not be used where it is intended to provoke or punish a student or is intended to cause pain, injury or humiliation.

The degree of physical contact must be in proportion to the seriousness of the behaviour or the circumstances it is intended to prevent or manage. The duration of the contact must be the

minimum required to achieve the desired result.

Guideline: Physical contact may also be used where it is required to support compliance with a specific behaviour modification.

Before any form of physical contact is used with a student, staff must consider the:

- age of the student;
- situation in which it is used;
- the purpose of the physical contact; and
- the likely response of the student.

3.4.2 PHYSICAL RESTRAINT

Staff will only consider the physical restraint of students once other less intrusive alternatives have failed or been deemed to be inappropriate. Physical restraint must only be used if a student is acting in a manner that places at risk the safety of any person or there is a risk of damage to property.

Guideline: Principals are encouraged to develop an ethos where physical restraint or contact with students, to manage behaviour, will not be necessary.

If it becomes necessary in emergency circumstances to use physical restraint, it will only be used with extreme caution. The use of restraint will be in line with the practice promoted by the Department's preferred training providers.

Guideline: When attempting to maintain order it is always preferable for staff to use verbal de-escalation strategies to manage student behaviour. However, it may become necessary for a staff member to use reasonable physical contact to maintain or re-establish order. This may also include situations where teachers are required to defend themselves from physical harm. The application of any form of physical contact towards a student places staff in a vulnerable position.

When restraint is used:

- it will be used in such a way as to minimise or prevent harm;
- staff members will maintain communication with the student in an attempt to de-escalate the situation and end the restraint as soon as possible;
- it will stop as soon as staff determine the student is no longer presenting a risk to safety; and

- The principal will provide appropriate support to staff, the student and parents as required after the restraint.

3.4.3 DOCUMENTATION

Any incident where physical restraint is used must be recorded by the staff member involved.

Physical contact must also be documented where a complaint has been made by a student or parent or the student has been hurt.

The principal must:

- be advised as soon as possible on the day of the incident;
- be provided with a written record of the incident no later than the day after the incident; and
- provide the parent with details of the incident as soon as possible.

Where staff are required to use restraint on an ongoing basis to manage the behaviour of an individual student, information about the use of restraint must be included in the student's **Documented Plan**. This allows schools to assess and minimise the risk associated with restraint.

In this case, staff will document restraint for use as part of a hierarchy of responses, after other less intrusive alternatives have failed or been deemed inappropriate. Planning for the use of restraint as part of a documented plan will be a collaborative process between the principal, the student's parent(s) and other staff as required. The parent will be provided with information to promote their understanding that restraint will be applied in line with the requirements of the *School Education Regulations 2000* and the *Behaviour Management in Schools* policy.

Information to be outlined in the student's Documented Plan include:

- conditions that will lead to the use of physical restraint;
- situations in which physical restraint is not to be used with a student;
- situations that will result in the removal of other students from the immediate environment;
- staff willingness and ability to use physical restraint as an agreed management strategy;
- assistance to be provided for staff who are involved with physical restraint; and
- advice provided by the district student services team.
- be advised as soon as possible on the day of the incident;
- be provided with a written record of the incident no later than the day after the incident; and
- provide the parent with details of the incident as soon as possible.

Guideline: The parent should be contacted on the day of the incident if this possible.