

Recording and Monitoring Physical Intervention/ Restraints

All incidents where physical intervention and/or restraint has been necessary, and is not part of a physical management programme, should be recorded and need to be reported to the Headteacher.

A written record (see below) will be required of any occasion when a physical intervention and/or restraint is used. This may help prevent any misunderstanding or misrepresentation of the incident and it will be helpful if there is a complaint. Written reports should be recorded at the earliest opportunity but within one working day after the event.

The pupil's parent/carer must be informed when physical intervention has been necessary by, at the latest, the end of the working day though preferably by the end of the morning or afternoon session in which the incident occurred.

The use of physical interventions should be monitored in order to help staff learn from experience, promote the well-being of children in their care and provide a basis for appropriate support. In particular, this should cover the frequency with which they are used in relation to the staff and pupils involved.

Pupil's Name:

Class:

1. Date, time and place the physical intervention occurred:
2. What led up to the incident?
3. The strategy used to defuse the situation:
4. What exactly happened? (a brief factual account)
5. Was the pupil warned before any physical intervention?
6. Why was physical intervention necessary?
7. How was physical intervention carried out?
8. Who physically intervened?
9. How long did the physical intervention last?
10. Who was present during the period of physical intervention?
11. Please note any marks or injuries noted on the pupil or member of staff as a result of the incident and how they occurred:
12. Note action taken such as treatment in relation to any marks or injuries occurring because of the incident to either of the child/ren or member/s of staff concerned. *(All injuries must be reported and recorded in accordance with school procedures.)*
13. State the pupil's response and the outcome of the incident.
14. State the details of the debrief with the pupil and parent/carer.

15. State the details of any damage to property and how it occurred.

Name of member of Staff completing this form: _____

Date this form was completed: _____

Signed: _____

On completion copy this form to the following staff ;

- The pupil's classteacher
- The Assistant Head for Inclusion & the Deputy Headteacher.
- PA to the Headteacher.

Please note this must be completed before the end of the day of the restraint .