Restraint of Children Documentation - Procedure

Purpose
This document explains what documentation and reporting are required after a child has been restrained.

Guidance
Restraint will only be used as a last resort to prevent serious injury to persons, serious property damage, or to obtain possession of a dangerous object. A child will not be restrained longer than it takes to achieve the safety goal. Site teams will not use restraint as a punishment or to force a child to comply. Site teams follow Child Guidance and Support Policy and Procedure that align with the ECEAP Performance Standard on Child Guidance (E-8), which state that when restraint occurs, program standards require written documentation detailing the occurrence. Documentation will take one of two paths depending on the circumstances – an isolated incident or a repeated incident.

Procedure
Isolated Incident
When an isolated incident of restraint occurs to maintain safety, complete the Restraint Documentation Form: Initial or Isolated Incidents. Follow this procedure:

- Fill out the form completely and write in an objective manner.
- Inform your supervisor immediately.
- Notify parents/guardians in person or by a phone call. Restraint of a child is serious and requires a verbal conversation with the child’s parent/guardian.
- Document the conversation with the child’s parent/guardian; include the date and time, notes about the conversation and your signature.
- 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.

Repeated Incident
When a child displays consistent or ongoing behaviors that require repeated use of restraint for safety reasons (carrying a resisting child to the bus, physically stopping a child from climbing a fence or running out a door), a written Behavior Support Plan must be developed in coordination with the child’s parent/guardian and with the involvement of a Disability or Mental Health Coordinator. The plan must include the following:

- the specific behavior that results in a safety issue
- the agreed upon response by adults in the classroom, including how the child may be restrained for no longer than the time needed to achieve the safety goal
- the manner in which the child’s parent/guardian will be kept informed of the effectiveness of the plan and informed of each incident of restraint
A Restraint Documentation Log is included with the plan to document the individual incidents of restraint. Complete the following steps on the log:

- Complete and date each restraint incident on the log. Write details in a clear, objective manner. Sign or initial each entry.
- Document communication with parents/guardians as detailed in the Behavior Support Plan.
- Keep your Disability or Mental Health Coordinator up to date.
- Copies of the form must be kept in the child’s confidential file.

All restraint documentation must be kept for three years after the child exits preschool.

Related Documents
Child Guidance and Support Policy (250)
Child Guidance and Support Procedure (250P)
Restraint Documentation Form: Initial or Isolated Incidents
Restraint Documentation Log
Triage Support Form
Triage Support Procedure