

Reducing Student Distress and use of Physical Restraint Policy

1. Papatoetoe Intermediate School Board is committed to a supportive and caring school environment where all students and staff are kept safe from harm and treated with dignity.
2. Except as authorised under this policy, no staff member may use any form of physical restraint on our students.

The Principal, teachers, and Board-authorised staff members can only physically restrain a student as a last resort, where:

- The use of physical restraint is necessary to prevent imminent harm to the student or another person,
- There is a reasonable belief that there is no other option available in the circumstances to prevent the harm, and
- The physical restraint is reasonable and proportionate to the circumstances.

Delegations

The Board delegates to the Principal responsibility for:

- Developing and implementing procedures and practices to prevent, plan for, and respond to student distress that meet the requirements of the Education (Physical Restraint) Rules 2023 and its amendments (“the 2023 Rules”), and
- Recommending eligible non-teaching staff to the board for authorisation to use physical restraint according to requirements of the 2023 Rules.
- Only the Board can authorise non-teaching staff members to use physical restraint.

Expectations

All staff subject to this policy are trained to confidently apply prevention and de-escalation strategies, limiting the need to restrain a student physically according to the 2023 Rules and the relevant guidelines.

Board

The Board requires:

- compliance with the 2023 Rules, and
- an evidence-based assurance from the Principal that this policy is being followed.

Principal

The Principal shall ensure:

- The implementation and compliance of this policy, including the completion of best practice training by all staff who are authorised to use physical restraint,
- Operational compliance with the Education and Training Act 2020 and the 2023 Rules,
- All physical restraint incidents are immediately reported at the next Board meeting,
- The Board is informed of all relevant information (risks, trends, and impacts), and
- All non-teaching staff who may use physical restraint on a student have been authorised by the Board.

Monitoring

The Principal shall report to the Board:

- on compliance, or the actions being taken to ensure compliance with this policy, the legislation, and the 2023 Rules on reducing student distress and use of physical restraint, and
- at every Board meeting, all incidents, matters, or risks relating to this policy, ensuring that the non-identification and privacy of individual students is maintained.

The Board will monitor the use of physical restraint, looking for trends and any action that could be taken at the governance level to support reducing such incidents.

<p>Definitions</p>	<p>As defined in the Education and Training Act 2020:</p> <p>Physical restraint is using physical force to prevent, restrict or subdue the movement of a student’s body or part of the student’s body against the student’s will.</p> <p>Harm means harm to the health, safety, or well-being of the student or another person, including any significant emotional distress suffered by the student or the other person.</p> <p>Authorised staff member means an employee of a registered school who is trained and authorised by the employer to use physical restraint in accordance with Section 99 of the Act.</p>
<p>Legislation</p>	<p>Education and Training Act 2020 (Sections 99-101) Education (Physical Restraint) Rules 2023 Health and Safety at Work Act 2015</p>

<p>This policy is to be read in conjunction with our Board's:</p>	<ul style="list-style-type: none"> · Health and safety policy · Child protection policy · Privacy policy · Emergency procedures · Reporting and monitoring policy and procedures · Concerns and complaints process
<p>Procedures/supporting documentation</p>	<p>The Ministry of Education's Physical Restraint Guidelines Appendix 1 of the Rules Suggested procedures/practices that cover:</p> <ul style="list-style-type: none"> · the authorisation process · reducing and de-escalating student distress · training and support for staff · notifying and reporting on instances of physical restraint · monitoring the use of physical restraint
<p>Reviewed</p>	<p>Annually</p>

Procedures for minimising and managing the use of physical restraint

Ensuring all staff and students enjoy a safe, supportive and caring school environment. The use of physical restraint should only be a last resort, when there is imminent danger and when there are no other choices. All expectations and procedures are based on the following documents:

Education (Physical Restraint) Rules 2023

Aramai He Tētēkura – A guide to prevent distress and minimise the use of physical restraint

1. **On starting at our school all staff members undertake a presentation of our school's 'Code of Conduct',** outlining the expectations for all staff members to take reasonable steps to act in ways that reduce conflict, and provide a calm and consistent school environment.
2. **The Board ensures that all staff members, working closely with students, are provided with support and training to minimise the likelihood of physical restraint**
 - a. Training is provided to Teachers through regular team and staff meetings where strategies for positively managing behaviour, and minimising risk are promoted and discussed
 - b. Individual safety plans, for students who may be at risk, are devised with staff members who work with that child. Safety plans are devised to reduce risk of extreme measures needing to be taken in the management of behaviour etc.

- c. Training is provided to Teacher Aides through TA meetings, where strategies for managing behaviours
- 3. Only staff members who are authorised by the school Board may undertake a physical restraint and they may only do this by using safe and appropriate holds under appropriate conditions**

Training and Authorisation

- 4. All teachers are authorised to restrain students** if they are fully or provisionally registered and those who have a limited authority to teach
- a. Additional restraint training is offered to all staff members who are working with students who have identified risks
- 5. All staff members are required to hold a first aid certificate**
- 6. All teacher aides and support staff, who have been trained, are authorised to restrain students if:**
- a. They they have completed both online and physical restraint training and have a completion certificate on file
 - b. Their name is on the school register for authorised support staff members
 - c. The Board provide that support person with a letter of authority
 - i. The Board may revoke this authority at any time
- 7. A safety plan must be developed and in place if**
- a. A student is identified by staff as being at risk of extreme behaviours
 - b. A student is reported, by caregivers/ parents, as being at high risk of extreme behaviours
 - c. A student has a history of extreme behaviours (notified by previous schools/ MOE etc)
 - d. The parent/caregivers understand that physical restraint may be used, what that may mean for the child and if they approve that happening

The use of physical restraint

- 8. The use of physical restraint is only acceptable when**
- a. There is imminent risk of danger
 - b. There are no other options
 - c. Appropriate holds are used
- 9. During a restraint, all care must be taken to ensure that the person being restrained remains in a safe physical condition** and that:
- a. they do not have any undue stress put on
 - i. their body and breathing
 - ii. emotional stress

- b. they are treated (as much as possible) with dignity and respect
- c. they are monitored for any signs of physical harm or injury
- d. the restraint finishes at soon as possible

10. After a restraint

a. The person who has been restrained will have

- i. Time and space to recover, be cared for and treated with dignity and respect
- ii. Have a medical check - breathing, pulse, injury or any signs of stress
- iii. Are provided ongoing support/supervision until they are in the care of their parents/caregiver. A hand over to whanau will include -
 - 1. a verbal summary of what has occurred (with the proviso that incident reports are still being collected and the summary report still being compiled),
 - 2. a first aid hand over - a verbal run down of the medical check with notes to check specific things (e.g. pulse, sugar levels, breathing etc.) or there is a need for further professional medical check
- iv. Asked for their version of the incident (by a person the student trusts) and given an incident report to complete (this does not need to be completed immediately and can be completed by a supportive adult)
- v. Offered and provided ongoing support (SWIS, Counsellor, TA)
- vi. Have opportunity to 'debrief ' and go through the incident report summary and provide comment/feedback on the factual events

b. The person who undertook the restraint will

- i. Time and space to recover, be cared for and treated with dignity and respect
- ii. Have a medical check - breathing, pulse, injury or any signs of stress
- iii. Provided ongoing support/supervision until they are ready to go home or return to work. Check will be made about home arrangements and support outside of school
- iv. Asked for their version of the incident (by a person they trust) and given an incident report to complete before they leave the school grounds
- v. Offered and provided ongoing support (EAP, AP/DP)
- vi. Have opportunity to 'debrief' and go through the incident report summary and provide comment/feedback on the factual events

c. Witnesses to the restraint will have

- i. Time and space to relax, be cared for
- ii. Asked for their version of the incident (by a person they trust) and given an incident report to complete before they leave the school grounds

- iii. Offered and provided ongoing support (AP/DP, SWIS or Counsellor)
- iv. Have opportunity to 'debrief' and go through the incident report summary and provide comment/feedback on the factual events

Record keeping

11. When a physical restraint is used, incident reports must be collected from all people involved, before they leave the school grounds, or as soon as they return. An incident report should be given to the parent/caregiver of the student who was restrained to take with them to complete and return asap.

- a. Incident reports are required from the person doing the restraining, the person being restrained, witnesses
- b. All the incident reports will be summarised into a 'restraint report' and verified by those involved
- c. This confirmation of this report will form the basis of the 'debrief' meeting with the student, parents/caregivers
- d. Mandatory reporting will be completed on the MOE Restraint Reporting website by the Principal

12. The parent/caregiver of the child

- a. must be notified immediately (directly after the incident)
- b. provided with relevant paperwork as soon as possible (within 3 working days)
- c. invited to be involved in the debrief of the incident

13. Report of restraint will be made to the local office of the MOE using the restraint reporting processes (using Appendix 1)

14. Records of the physical restraint must be retained for 10 years

Support for those who may have suffered trauma

15. Support must be offered to the person who has been restrained, immediately after the restraint and in an ongoing way

16. Support must be offered to the person who has undertaken the restraint, immediately after the restraint and in an ongoing way

17. Witnesses will be checked in case they need support

Working with students, parents and the community to minimise the use of physical restraint

18. New students and parents are provided opportunity to meet with a school leader to discuss any concerns about how behaviour is managed prior to starting at our school

19. With the permission of the parent/caregiver information that will support the student and school staff is gathered from previous schools and any support agencies

- 20.** The Star Way Handbook along with, Health and Safety Handbooks and Emergency Procedures and Personnel and Governance Handbooks (containing all Board Policies and school Procedures), are available on our school website. These Handbooks outline school expectations for staff and students and how behaviour is managed and safety ensured.
- 21.** New students are explicitly taught school STAR expectations and this is reviewed at the start of each year and the start of each term
- 22.** The school community is updated on a regular basis (at least once every 2 years) about this policy and related procedures