



Introduction

1. The school is required to provide a safe physical and emotional environment for pupils.
2. Safety at school is a basic expectation for pupils and staff, as well as being a prerequisite for pupil success and academic achievement.
3. State Integrated School Guidelines are to be followed.
4. We pay attention to our Foundational Principles for Curricular (FPC) 2; *Man is made in the image of God*, and we therefore enact this policy in a way that respects and values the individual.
5. As a State Integrated School, the Board of Trustees requires that all aspects of this policy be guided by the Special Character Policy.

State Integrated School Guidelines

6. A teacher or authorised staff member must not physically restrain a student unless the teacher or staff member reasonably believes that the safety of the student or of any other person is at serious and imminent risk; and the physical restraint is reasonable and proportionate in the circumstances. Situations where it may be appropriate include breaking up a fight, stopping a student from moving in with a weapon, stopping a student who is throwing furniture close to others who could be injured and preventing a student from running onto a road.

7. Definitions

- **authorised staff member** means an employee of a registered school who is authorised by the employer to use physical restraint in accordance with this section
- **employer** means a board and the managers of a school
- **physically restrain**, in relation to a student, means to use physical force to prevent, restrict, or subdue the movement of the student's body or part of the student's body
- **teacher** means a person who holds a teaching position

a. Information to be made available

Any guidelines issued under section 139AE of the Act and names/positions of authorised staff must be available for inspection at the school.

b. Authorisation of staff members who are not teachers

An employer may authorise an employee who is not a teacher to use physical restraint. Such an authorisation must be in writing, and the employee must be given a copy. This authorisation can be revoked at any point by written notice.

c. Notifying the use of physical restraint

If physical restraint is an element of any pupil's Individual Behaviour Plan then the employer must take appropriate steps to notify the parents/caregivers. Such a notification must include an explanation of how the physical restraint will be applied within the guidelines. Parents/caregivers must be notified as soon as possible on the same day about any incident of physical restraint, including how it was managed within the guidelines.

d. **Monitoring the use of physical restraint**

For both the pupil physically restrained and the staff member who has used physical restraint, physical and psychological monitoring must be in place for the rest of the school day on which the event has occurred. Records kept of the event [see 1.5 below] must be analysed to identify trends. The employer, via the Associate Principal, must check all documentation to ensure it is complete.

e. **Reporting and recording the use of physical restraint**

Any staff member who uses physical restraint must fill out the *Information for the Ministry of Education and the employer form* [Appendix 1] which must be placed in the pupil's file and a copy provided to the parents/caregivers. Employers must report every incident of physical restraint to the Ministry of Education by e mailing the above form to physical.restraint@education.govt.nz. Any record must be kept for a minimum of 7 years.

8. **General notes**

Employers must ensure teachers and staff are supported and trained as above. Any policies and guidelines pertaining to physical restraint must be communicated to parents, students, staff and the school community.

BOARD OF TRUSTEES	
Board copy of the Policy to be signed by the Board Chairperson	
Name	
Position	
Signed on behalf and with the authority of the Board	
Date	6 April 2020
Next Review	April 2023

Appendix 1

Information for the Ministry of Education and the employer form

Completed by	Date of incident	Date of report
School	Middleton Grange School	
Student's National Student Number (no name)		
Date of birth	Year level	Gender M <input type="checkbox"/> F <input type="checkbox"/>
Ethnicity		
First time the student has been physically restrained?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
The student has been physically restrained more than once during the day?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, how many times?
The student has an Individual Behaviour Plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Physical restraint was part of the plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Were parents notified?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Was anyone injured? If yes, describe	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Was the staff member who applied the restraint a teacher or authorized staff member?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, provide details
Role of staff member who applied the restraint?	Teacher <input type="checkbox"/> Other <input type="checkbox"/>	If other, describe role
Did the staff member who applied the restraint receive any training prior to the incident?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, what training?
Was the pupil's physical and psychological wellbeing monitored until the end of the school day?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, provide details
Was the staff member's physical and psychological wellbeing monitored until the end of the school day?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, provide details

Why was the use of physical restraint considered necessary?

Serious and imminent risk to the safety of the student or any other person - describe

Which SLT member was immediately informed:

Complete this form and provide to the Associate Principal within 24 hours after the incident

