

Administrative Procedure 342

Seclusion and Physical Restraint

Background

Black Gold School Division is committed to ensuring welcoming, caring, respectful and safe learning environments for all children/students and staff. The school division, school staff, parents/guardians and children/students all have a role to play in creating these learning environments. School staff are expected to focus on positive and proactive strategies for engaging children/students and employing de-escalation strategies when dealing with challenging behaviour. Despite a focus on prevention, a crisis or safety management plan involving the use of seclusion and/or physical restraint may be necessary for exceptional situations to ensure student and staff safety. Seclusion and/or physical restraint are measures of last resort in crisis situations.

Definitions

Physical Restraint: Shall refer to any method of using physical contact for restricting or immobilizing another person's freedom of movement, physical activity, or normal access to their body. It is a personal restriction that serves as a means of controlling an individual's movement, reconstituting behavioural control, and establishing and maintaining safety for the individual and other individuals. Physical restraint DOES NOT include physical escort, which may involve temporarily touching or holding of the hand, wrist, arm, shoulder or back for the purpose of accompanying and inducing a child/student who is beginning to act out or is slightly agitated to walk to a safe location. Such contact is often brief and directional and does not serve as immobilization or means for reconstituting behavioural control.

Seclusion: Shall refer to the involuntary confinement or isolation of a person alone in a room or area from which the person cannot freely exit or is physically prevented from leaving. This generally occurs in a room with a door that has a lock. The lock may be engaged, or if not engaged, the door is otherwise blocked or held shut.

Time-Out: Shall refer to a behaviour intervention for the purposes of reducing or stopping challenging behaviour in the long-term, while seclusion and physical restraint are emergency or safety procedures that are to be used in exceptional situations for immediately preventing harm to self or others.

Continuum of Positive Behaviour Support

1. All children/students benefit from universal positive behaviour supports, which are sufficient to maintain positive behaviour for most children/students.
2. Some children/students will benefit from additional targeted supports to help maintain positive behaviour.
3. A smaller number of children/students who may not respond to universal and targeted supports will benefit from intensive individualized supports. Seclusion and physical restraint

are procedures that require an individualized approach within the context of a positive school-wide and classroom environment.

Procedures

1. The Principal shall ensure that staff training meets the expectations as set out within the Ministerial Order: *Appendix - Knowledgeable and Skilled Staff*.
2. The Principal shall review annually, and on an ongoing basis as necessary, the Ministerial Order: *Seclusion and Physical Restraint in Alberta Schools Standards (#042/2019)* with all staff to ensure school staff are in full compliance with the Ministerial Order.
3. Principals shall ensure the Black Gold School Division *Physical Restraint Incident Report* is completed within twenty-four (24) hours after a physical restraint is used:
 - 3.1. The Director of Student Services maintains a copy of the completed report.
 - 3.2. The Director of Student Services shall complete the monthly reporting form as required by Alberta Education.
4. Staff who seek direction or guidance with respect to the Ministerial Order shall seek guidance from the Director of Student Services.

Reference: Section 8,11, 31, 32, 33, 35.1, 36, 37, 52, 53, 196, 197, 222, 257 Education Act
Black Gold School Division Guidelines for Prompting in Young Children to Support Learning
Guidelines for Time-Out in Alberta Schools (November 2019)
Physical Restraint Incident Report
Standards for Seclusion and Physical Restraint in Alberta Schools – MO (#042/2019)