

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION D: STAFF AND VOLUNTEERS**

| PHYSICAL INTERVENTION OF STUDENTS | PROCEDURE |
|---|------------------|
| EFFECTIVE: 2004 03 30 / 2016 02 23 | |

DEFINITIONS:

Corporal Punishment

Corporal punishment refers to the act of striking a student either with one's hand or with an object, such as a leather strap. The St. Clair Catholic District School Board does not permit the use of corporal punishment with any student under any circumstance.

Intervention

Intervention refers to a range of positive teaching techniques employed as a standard part of the classroom management system, which involves contact with the student. As such, it includes, but is not limited to, physical contact, which occurs when:

- The student is being rewarded or praised;
- The teacher, educational assistant or administrator is attempting to establish or improve rapport during work sessions, play periods and counselling;
- Role playing is being employed for the teaching of social skills or problem solving;
- A student requires assistance in attending to a task;
- A student requires assistance in controlling excessive body movements;
- Nonverbal cues are given to the student as a means of assisting him/her to recognize misbehavior, improve self-control or avoid disciplinary procedures and
- A student requires hand-over-hand guidance to successfully perform a task.

Physical Intervention of Students

Physical intervention of students refers to the preventative procedure employed in exceptional circumstances where there is imminent concern that a student may injure herself/himself or others. Physical intervention may involve the use of physical force which physically limits a student from performing an injurious action.

- *Emergency Physical Intervention*
Is the utilization of physical intervention as the action taken in a crisis situation in which a student poses an immediate risk to himself/herself or others. This type of physical intervention precludes prior consultation with parent(s) and guardian(s) and the requirement that only trained staff is involved.
- *Planned Physical Intervention*
Is the utilization of physical intervention as the final step in a sequence of actions following the onset of an acting-out behaviour? This type of intervention requires:
 - a) prior consultation with parent(s) and guardian(s)
 - b) the involvement of the Special Education Consultant and if appropriate the involvement of community professionals in the development of the Safe Physical Intervention Plan (Appendix B).
 - c) intervention by persons who are trained and certified in Behaviour Management System techniques including the use of physical intervention and who have knowledge of the individualized programming needs of the student.

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Physical Intervention Devices

Devices that are intended to ensure the physical safety of students from accident or self-inflicted injuries are permitted. Examples of such devices includes straps or belts to prevent students from falling out of chairs or wheelchairs, standing frames, protective equipment for students with seatbelts and equipment designed to prevent self-injury. Such equipment is prescribed by an appropriate therapist or medical authority and utilized as directed by the therapist or medical authority.

ADMINISTRATIVE PROCEDURES:

1. **Safe Intervention** – Staff, in regular circumstances, will respond to disruptive or out of control student behaviour using the following steps:

- A non-verbal or verbal request to stop or alter behaviour;
- A non-verbal or verbal request to leave the area and report/wait elsewhere;
- A physical intervention involving redirection without force;
- A physical intervention with minimal, reasonable force given the situation; and
- Contact with the police.

2. **Emergency Physical Intervention**

Use of emergency physical intervention precludes prior consultation with parent/guardian but requires notification to the parent/guardian after the incident and documentation on the Physical Intervention Incident Report (Appendix A).

NOTE: The completion of the Physical Intervention Incident Report (Appendix A) does not preclude the need to complete a Violent Incident Form if applicable. Refer to Safe School Policy.

3. **Planned Physical Intervention**

- When a student's needs or history of acting-out behaviour indicates physical intervention as a last resort in a planned behavior management strategy, the educational team consisting of classroom teacher, PRT teacher, Child and Youth Worker, Principal, Special Education Consultant and other appropriate school based staff working with the student shall complete a Safe Physical Intervention Plan (Appendix B).
- With parental consent, input and consultation with appropriate community agencies or medical professionals may be acquired in the development of the Safe Physical Intervention Plan (Appendix B) by the school based educational team.
- The Safe Physical Intervention Plan (Appendix B) will be approved by the Principal. Prior to the implementation of the Safe Physical Intervention Plan there will be consultation with parent(s) or guardian(s) as indicated on the Safe Physical Intervention Parent Notification Form (Appendix C).
- The Safe Physical Intervention Plan will be submitted to the Principal of Special Education and the appropriate Superintendent of Education for review and consultation prior to implementation.
- If physical intervention is occurring with a student on a frequent basis, it is incumbent on the staff working with the student and on the school Principal to develop a proactive behaviour plan geared toward reducing or eliminating the need for physical intervention.
- In conjunction with the Individual Education Plan (IEP), a Safe Physical Intervention Plan (Appendix B) is reviewed each term in elementary schools and every semester in secondary schools by the team involved with that student and modified as required.

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4. Debriefing

- When other students witness a physical intervention, the Principal or designate, will debrief the students, and if appropriate communicate with the parents of the students about the containment incident.
- Consideration needs to be given to the employees involved in the intervention. Depending on the circumstances, the employee will require time to regain composure prior to being re-assigned to duties. The time required will vary from incident to incident and individual to individual.
- The Principal will debrief staff members who have been involved in physical intervention of a student. The debriefing will occur within twenty-four (24) hours of the intervention or as soon as possible. Information from the debriefing will be recorded on the Debriefing for Staff form (Appendix D).

DOCUMENTATION:

- The use of intervention procedures will be logged and a Physical Intervention Incident Report (Appendix A) will be completed when physical intervention is utilized. A copy of this report is submitted to the appropriate Superintendent of Education. The original is filed in the Documentation File of the Ontario Student Record (O.S.R.).
- Any injury to staff and/or students during a physical incident will be recorded on the Physical Intervention Incident Report (Appendix A). In addition the Principal will ensure that student injury will be reported to OSBIE and staff injuries will be recorded according to WSIB procedures and to the Board's Health and Safety Specialist.
- Any injury to students during a physical intervention will be reported immediately to parent(s)/guardian(s).

TRAINING:

- The Human Resources Department will publish annual Behaviour Management System training dates for staff.
- For a planned physical intervention only safe, effective physical containment strategies may be used with students. Staff must be trained and certified appropriately in Behaviour Management System.
- Training in Behaviour Management System is provided for staff members who will regularly be involved in planned physical intervention.
- Each elementary and secondary school will have a minimum of two staff members trained and certified appropriately as part of the Emergency Response Team of the school. Other factors, including but not limited to the size and specific needs of the school, will determine the actual number of trained staff in any school.
- The Principal of the school will be trained appropriately in Behaviour Management System.

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NOTIFICATION OF EMPLOYEE(S) – RISK OF INJURY FROM STUDENT:

- Principals will ensure that all employees who have regular contact with students with a recent history of violent aggressive behaviour are informed of the risk of injury when interacting with these students and of related information: Safe Physical Intervention Plan (Appendix B).
- Principals will use the Notification of employees – Risk of Injury from Student Form (Appendix E) to document that all employees, who have regular contact with students that have a current history of violent aggressive behaviour in school, are informed of the risk and related information. This documentation will be maintained in the principal’s office and is considered confidential.

ADDITIONAL INFORMATION:

The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

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APPENDIX A

PHYSICAL INTERVENTION INCIDENT REPORT

This report is to be completed for every occurrence of physical intervention. The Principal or designate is to forward a copy to the appropriate Superintendent of Education within one day.

| | |
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| Student Information | |
| Student Name: | |
| School: | Student Age: |
| Student Grade: | Date and time of incident: |
| Date and Time Parent/Guardian Contacted: | Name of Individual Contacted: |

| | |
|--|-----------------------|
| Description of Incident | |
| Location: | |
| Prior events and circumstances: | |
| Specific procedures employed and duration: | |
| Type of intervention: | How long implemented: |
| Health monitoring of student and student complaints: | |
| Staff Members involved: | |
| Others involved: | |
| Student Injured: <input type="checkbox"/> No <input type="checkbox"/> Yes If "YES", has OSBIE report been filed? <input type="checkbox"/> No <input type="checkbox"/> Yes | |
| Staff Injured: <input type="checkbox"/> No <input type="checkbox"/> Yes If "YES", has Employee Accident/Incident Report been Completed? <input type="checkbox"/> No <input type="checkbox"/> Yes If "YES", has Health and Safety Specialist been notified? <input type="checkbox"/> No <input type="checkbox"/> Yes If "YES", attach a copy of Employee Accident/Incident Report. | |
| Witnesses: | |

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| Follow-Up | |
| Incident Reported to: | |
| Superintendent of Education Date: | |
| Police: <input type="checkbox"/> No <input type="checkbox"/> Yes Date: | Contact Person: |
| Agency: <input type="checkbox"/> No <input type="checkbox"/> Yes Date: | Agency Name and Contact Person: |

| | |
|-----------------------------|------------------------|
| Staff Signature: | Date Submitted: |
| Staff Signature: | Date Submitted: |
| Principal Signature: | Date: |

**Distribution: Original Documentation File of OSR
Copy to Superintendent of Education**

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APPENDIX B

SAFE PHYSICAL INTERVENTION PLAN

The Safe Physical Intervention Plan is to be reviewed in conjunction with the Individual Education Plan (IEP) for the student and adjusted as needed or at least once per term or semester.

Student Name: _____

Date: _____

State behaviours requiring physical intervention: (e.g. hitting, biting, running)

Supportive Preventive Strategies - Attach additional documentation if applicable.

| | |
|---|---|
| <input type="checkbox"/> Signal interference | <input type="checkbox"/> Role plays, rehearsals |
| <input type="checkbox"/> Proximity control | <input type="checkbox"/> Cues/verbal requests |
| <input type="checkbox"/> Changing antecedents | <input type="checkbox"/> Use of non-judgmental empathetic responses to decrease anxiety |
| <input type="checkbox"/> Limiting Space and Tools | <input type="checkbox"/> Setting limits, providing boundaries and giving choices for defensive behaviours |
| <input type="checkbox"/> Praise and Encouragement | <input type="checkbox"/> Skill training |
| <input type="checkbox"/> Developing personal goals | <input type="checkbox"/> Conflict Resolution |
| <input type="checkbox"/> Incentive programs | <input type="checkbox"/> Removal of peers |
| <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Time away/'Cool Down Zone' | _____ |

Planned Physical Intervention Strategies/Procedures (e.g. use of blocks, releases, Team Control Position, Transportation Techniques as per Behaviour Management System)

**Distribution: Original attached to IEP in Documentation File of OSR
Copies: Superintendent of Education**

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APPENDIX C



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**SAFE PHYSICAL INTERVENTION
PARENT NOTIFICATION FORM**

Please check the boxes and sign.

- I understand that, on occasion, the school staff may be required to use physical intervention as part of the Safe Physical Intervention Plan for my child _____ at _____.
(name) (school name)
- I have received a copy of the policy and administrative procedures.
- The policy and procedures regarding the use of physical intervention have been explained clearly and fully by _____.
- I have been consulted and am aware of the specific procedures in the Safe Physical Intervention Plan that are part of the Individual Education Plan for my child.

Parent/Guardian Signature: _____

Relationship to Child: _____

Date: _____

Witness: _____

Copies: OSR (original)
Parent
School Superintendent

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APPENDIX D

Debriefing for Staff

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| Name of Student: |
| Date of Intervention: |
| Date of Debriefing Meeting: |
| Staff Members involved in Debriefing: |
| What led to the crisis? |
| Who was present and when did each individual arrive at the scene? |
| What happened during the crisis? |
| What happened after the crisis? |
| Is there a pattern of behaviour prior to the intervention? |
| What can be done to prevent another crisis? Are there any alternative behaviours that the student can practice? Are there any alternative approaches that the staff need to recognize or try? |
| What could be improved upon the next time there is a crisis? |
| How well did staff respond? Is everyone emotionally and physically back in control? How is the response team feeling about the incident? (feelings during the incident, after the crisis and now.) |
| Is the team in need of further assistance? (additional training for crisis intervention, stress management, anger management, dealing with grief) |
| Is there a need for staff to practice their containment techniques? Is there a need for a behaviour contract? |
| Anything else that should be considered or discussed? |

Principal Signature: _____ **Date:** _____

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APPENDIX E

NOTIFICATION OF EMPLOYEE(S) – RISK OF INJURY FROM STUDENT

Name of Student: _____

Date Information with Respect to Risk of Injury was Shared with Employee(s): _____

Names of Employee(s) informed (attach Staff List if appropriate):

| <u>Name</u> | <u>Position/Title</u> |
|-------------|-----------------------|
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RELATED INFORMATION TO BE SHARED WITH STAFF:

The principal will share, in confidence, information from the student’s I.E.P. and/or Safe Physical Intervention Action Plan related to violent aggressive behaviour. This information will include, but is not limited to the following:

- Specific strategies in place to prevent occurrences of violent aggressive behaviour;
- The nature and frequency of possible violent aggressive behaviour;
- Predisposing and/or precipitating factors;
- Expected employee responses and safety procedure to be followed;
- Violent incident reporting procedures;
- Notification of parent(s)/guardian(s) procedures;
- Possible disciplinary consequences for the student; and
- Reporting procedures in the case of injury.

NOTE: THIS FORM WILL BE MAINTAINED IN THE PRINCIPAL’S OFFICE AND IS CONSIDERED CONFIDENTIAL.