

## FORM 6: Restraint and Seclusion Principal Checklist



### Restraint and Seclusion Principal Checklist

St Mary's Mooroopna is a school which operates with the consent of the Bishop of Sandhurst and is owned and operated by Catholic Education Sandhurst Limited (CES Limited). This Checklist forms part of the [CES Limited Student Behaviour Framework](#) which is available at [www.smmooroopna.catholic.edu.au](http://www.smmooroopna.catholic.edu.au).

*This checklist is designed as a prompt and tool for to guide the actions of the Principal and/or delegate after an incident where physical restraint or seclusion of a student has occurred. These actions should be taken after immediate safety and wellbeing issues have been addressed, including administering first aid as appropriate to any student or staff member who has been injured and contacting emergency services if required.*

| 1.  | INITIAL RESPONSE                                                                                               | Completed                |
|-----|----------------------------------------------------------------------------------------------------------------|--------------------------|
| 1.1 | Provide for the safety and wellbeing of those involved                                                         | <input type="checkbox"/> |
| 1.2 | Document the event as soon as possible using the <a href="#">CES Limited Record of Restraint and Seclusion</a> | <input type="checkbox"/> |
| 1.3 | Notify the student's parents as soon as practicable                                                            | <input type="checkbox"/> |
| 1.4 | Contact the relevant member of the CES Limited Executive Management Team                                       | <input type="checkbox"/> |
| 1.5 | Consider what support needs to be offered to affected school community members                                 | <input type="checkbox"/> |
| 1.6 | Notify parents/carers of any support services being offered to their child e.g., counselling, student support  | <input type="checkbox"/> |
| 1.7 | Encourage affected staff to contact Employee Assistance Program for support                                    | <input type="checkbox"/> |
| 1.8 | Consider any additional support required for staff at a school level                                           | <input type="checkbox"/> |
| 1.9 | Review student's behaviour support needs and/or plan                                                           | <input type="checkbox"/> |

|                                                                                                                                                            |                                                                                                                                                                                                                                                                          |                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>2.</b>                                                                                                                                                  | <b>REPORT AND RECORD THE INCIDENT</b>                                                                                                                                                                                                                                    | <b>Completed</b>                    |
| 2.1                                                                                                                                                        | Report to WorkSafe if required                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> |
| 2.2                                                                                                                                                        | Ensure all staff involved provide Principal a completed copy of <u>CES Limited Record of Restraint and Seclusion</u>                                                                                                                                                     | <input type="checkbox"/>            |
| 2.3                                                                                                                                                        | Complete Injury/Incident Report for school's accident/incident register                                                                                                                                                                                                  | <input type="checkbox"/>            |
| 2.4                                                                                                                                                        | Provide copy of completed Injury/Incident Report to diocesan personnel                                                                                                                                                                                                   | <input type="checkbox"/>            |
| 2.5                                                                                                                                                        | Ensure copy of <u>CES Limited Record of Restraint and Seclusion</u> is placed in student's file                                                                                                                                                                          | <input type="checkbox"/>            |
| 2.6                                                                                                                                                        | Advise any injured staff of WorkCover entitlements                                                                                                                                                                                                                       | <input type="checkbox"/>            |
| 2.7                                                                                                                                                        | Consider whether 'reportable conduct' and action accordingly                                                                                                                                                                                                             | <input type="checkbox"/>            |
| <b>3.</b>                                                                                                                                                  | <b>POST-INCIDENT SUPPORT</b>                                                                                                                                                                                                                                             | <b>Completed</b>                    |
| 3.1                                                                                                                                                        | Provide post-incident support to staff                                                                                                                                                                                                                                   | <input type="checkbox"/>            |
| 3.2                                                                                                                                                        | Provide post-incident support to student/s                                                                                                                                                                                                                               | <input type="checkbox"/>            |
| <b>4.</b>                                                                                                                                                  | <b>REVIEW PROCESSES</b>                                                                                                                                                                                                                                                  | <b>Completed</b>                    |
| 4.1                                                                                                                                                        | Inform health and safety representative/s (if any) of incident and give opportunity to participate in evaluation of school response                                                                                                                                      | <input checked="" type="checkbox"/> |
| 4.2                                                                                                                                                        | Evaluate risk assessment and management process including conducting fresh risk assessment                                                                                                                                                                               | <input type="checkbox"/>            |
| 4.3                                                                                                                                                        | Review and, if necessary, update general school policies including Emergency Management Plan and Student Behaviour Policy. Communicate changes to staff and parents                                                                                                      | <input type="checkbox"/>            |
| 4.4                                                                                                                                                        | Assess the effectiveness of the student's BSP and Student Safety Plan. If the student does not have a BSP and/or a Student Safety Plan, consider whether these should be developed. Also consider access to additional information and specialist advice where necessary | <input type="checkbox"/>            |
| 4.5                                                                                                                                                        | Evaluate efficacy of emergency response equipment and systems, and upgrade as needed                                                                                                                                                                                     | <input type="checkbox"/>            |
| 4.6                                                                                                                                                        | Consider the training needs of staff                                                                                                                                                                                                                                     | <input type="checkbox"/>            |
| <b>Completed by:</b> <input type="text" value="Insert Text"/> <b>Signature:</b> <input type="text"/> <b>Date:</b> <input type="text" value="Select Date"/> |                                                                                                                                                                                                                                                                          |                                     |