

ADMINISTRATIVE PROCEDURES

SUBJECT: SAFE INTERVENTION WITH STUDENTS

BACKGROUND

The Lambton Kent District School Board is committed to the care, welfare, safety and security of students and staff. The purpose of using safe intervention is to effectively manage behaviours of acting out students. The focus is on interventions that will elicit positive behaviours and to assist staff members to prevent and if necessary de-escalate a potential crisis.

A supportive school environment provides for a balance between the opportunity to develop a student's independence and the need for social order and safety for self and others. When a student's behaviour jeopardizes this balance, it is the responsibility of all staff members to intervene in the least intrusive manner possible until the student demonstrates appropriate self-control. The vast majority of students respond to minimal external intervention. However, at times, a student's behaviour may pose a direct risk to himself/herself or to others and he/she does not respond to the least intrusive interventions. In these circumstances, the staff's response may need to take the form of physical intervention as defined by Behaviour Management Systems Training (BMST). The Lambton Kent District School Board has adopted the Non-Violent Physical Crisis Intervention Program provided by the Ontario Education Services Corporation (OESC).

DEFINITIONS

The following definitions provide a context within which to examine the act of physical intervention:

- **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 Lambton Kent District School Board does not permit the use of corporal punishment with any student under any circumstances.**
- **Seclusion**
A behaviour management technique in which a student is confined in a locked closet or locked room intended to exclusively seclude a person. The Lambton Kent District School Board **does not permit the use of seclusion with any student under any circumstances.**

- **Restraint**
Restraint is the use of physical force to restrict the free movement of all or a portion of the student's body.
- **Time-out**
A behaviour management technique used to provide a student with strategies to regain self-control while isolated from other students for a limited period of time.
- **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 or 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 misbehaviour, improve self-control or avoid disciplinary procedures; and
 - A student requires hand-over-hand guidance to successfully perform a task.
- **Physical Intervention**
Refers to a preventative procedure employed in exceptional circumstances where there is a realistic concern that a student may physically injure himself/herself or others. Physical intervention may involve the use of physical force, which physically limits a student from performing the injurious action. There are three types of physical intervention:
 - **Emergency Physical Intervention**
Refers to actions 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)/guardian(s) and may be implemented by staff members.
 - **Planned Physical Intervention**
Refers to the use of manual physical intervention as the final step in a sequence of actions following the onset of acting out behaviour. This type of physical intervention is part of a Safe Physical Intervention Action Plan for a student based on his/her needs and previous history of physically injurious behaviour. This type of intervention requires prior consultation with but not the permission of the parents/guardians. Also required is Behaviour Management System (BMS) training for staff who may be required to use physical intervention.

- **Self Protection**

Refers to acceptable protective staff responses to physical aggression (biting, kicking, punching) by a student toward staff. These protective responses include but are not limited to:

- ◇ Demanding that the student stop the aggressive behaviour;
- ◇ Blocking the kicks or punches of the student; and
- ◇ Physical intervention using BMS strategies.

SAFE INTERVENTION

Staff responses to disruptive or out of control student behaviour will normally follow this sequence:

- 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.

Safe Physical Intervention Action Plan (see Appendix A)

- Principals in consultation with appropriate staff will create a “Safe Physical Intervention Action Plan” for students who may require the use of physical intervention(s) to protect other students, themselves or staff, from physically injurious behaviour.
 - The Safe Physical Intervention Action Plan is an integral part of the Individual Education Plan (IEP) and will be included in the “Description of Program” section of the student’s IEP.
 - The Safe Physical Intervention Action Plan may be implemented within a school building, on school property, on a school bus or taxi, during field trips or other activities related to school.
 - A copy of the Safe Physical Intervention Action Plan must be stored and retained in the student’s document file for one year in the Ontario Student Record (OSR).
- The principal and appropriate staff will review the Safe Physical Intervention Action Plan each reporting period.
- Principals will review with the parent/guardian the Safe Physical Intervention Action Plan before it is implemented. Principals may use the two sample parent letters when contacting parents (see Appendix B and C). If the parent refuses to sign the plan, a letter confirming refusal shall be sent to the parent/guardian and the appropriate Superintendent of Education. A copy of the letter must be stored and retained in the student’s document file for one year in the Ontario Student Record (OSR).
- The Safe Physical Intervention Action Plan will then be implemented.

Safe Physical Intervention Incident Report (see Appendix D)

Principals, in consultation with appropriate staff, shall:

- document on a Safe Physical Intervention Incident Report Form all incidents involving physical intervention for serious behaviour.
- behaviour incidents on the Safe Physical Intervention Incident Report.
- Principals will forward a copy of the Safe Physical Intervention Incident Report to the appropriate Superintendent of Education and the Supervisor of Psychological Services. The original is filed in the Documentation File of the Ontario Student Record (OSR). Please note that the incident may also require the completion of a Violent Incident Report and the completion of the Board's Accident Report form if staff injury occurs.
- Staff will contact the parent/guardian each time a Safe Physical Intervention Incident Report is completed.
- The Principal or appropriate staff shall contact the Children's Aid Society as per the Child Protection Protocol of the Safe Schools Policy Manual, in cases of an injury to a student, which occurs during a physical intervention.

STAFF TRAINING

- The System Co-ordinator of Special Education or designate, will publish annual BMS training dates for staff.
- Staff will only use safe, effective physical intervention strategies approved by the Lambton Kent District School Board when working with students. The Board has approved the Behaviour Management Systems Training (BMST) and its authorized use requires a comprehensive training program.
- Where a Safe Intervention Plan is in place for a specific student, the Principal shall ensure that all involved staff (teachers, educational assistants and others determined by the Principal) will be trained in the use of BMS and will follow the certification and annual recertification requirements.
- Where a Safe Intervention Plan is in place for a specific student, the Principal may recommend that school based emergency response team members be trained in the use of BMS and will follow the certification and annual recertification requirements.
- Lambton Kent District School Board employees that have been trained as BMS Instructors will offer the BMS certification and refresher training programs at various locations throughout the school year.

NOTIFICATION OF EMPLOYEE(S) - RISK OF INJURY FROM STUDENT (see Appendix E)

- 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 related information, such as the Safe Physical Intervention Plan.

- Principals will use the Notification of Employees – Risk of Injury From Students form 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.

POST-VENTION

- The Principal and/or appropriate staff will meet as soon as possible, after any serious behaviour incident to review the following:
 - Adherence to the Administrative Procedures – Safe Intervention With Students;
 - Facts and sequence of events regarding the incident;
 - Reason for using physical intervention;
 - Precipitating factors;
 - Future interventions; and
 - Documentation in accordance with Administrative Procedure – Safe Intervention With Students.

Implementation Date: October 13, 2004

Revised: October 12, 2005, December, 2005, and January, 2012

Reference: Safe Intervention Policy and Regulations
Education Act



SAFE PHYSICAL INTERVENTION ACTION PLAN

Student: _____ Date of Birth: _____

School: _____ Date of Plan: _____

Grade: _____ Gender: Male Female

IEP: Yes No Exceptionality: _____

Staff Members Authorized to Perform BMS Physical Intervention:

<u>Name</u>	<u>Position</u>
1.	
2.	
3.	
4.	
5.	
6.	

Principal's Signature

Date

I have been informed regarding this Plan:

Signature of Parent/Guardian

Date

This form will be active for a period of one year from this date and may be reviewed at any time at the request of the Parent or Principal.

This information is collected in accordance with the Education Act. Questions concerning the collection and maintenance of this information should be directed to the Principal. This information will be shared with individuals charged with providing a safe learning environment for their students.

- Continued on reverse.

APPENDIX A (Continued)

SAFE PHYSICAL INTERVENTION ACTION PLAN

Board policy states that:

“The Lambton Kent District School Board recognizes that for certain students a physical intervention plan may be required if students are to benefit from education. The use of physical intervention on the part of the staff may be required to protect students, or to defend themselves from violent behaviour.”

Conditions for Intervention

1. When the student is physically aggressive toward other children or adults.
2. When the student’s behaviour may produce potential harm to himself or herself.
3. When the student’s behaviour may produce potential harm to school property.
4. When the student’s escalating behaviour is too disruptive to remain safely in the classroom.

Description of Intervention

School staff will normally respond to disruptive or out of control student behaviour with:

1. A nonverbal or verbal request to stop or alter behaviour;
2. A nonverbal or verbal request to leave the area and report/wait elsewhere; and/or
3. Minimal physical intervention involving redirection without force.

If the student’s behaviour escalates quickly to a physical response or if the verbal request or redirection is not sufficient to de-escalate his or her out of control behaviour, then a physical intervention with minimal, reasonable force may be used. In certain situations, police intervention may be required.

Physical Intervention Plan

If necessary, the student will be escorted from an unsafe situation to a safer situation by one or more staff members. Once in a safe location, school staff may have to supervise the student or use additional physical intervention to ensure that the student remains free from harm to himself, herself, others or property.

The following procedures will be followed when school staff use physical intervention:

1. The use of force will always be minimal and reasonable given the situation.
2. Control of behaviour will be given back to the student as soon as he or she is able to maintain a reasonable degree of self-control.
3. As soon as possible, time will be spent with the student to debrief the situation and to assist the student in solving future problems.
4. Staff members involved in physical intervention will be trained in Behaviour Management System techniques.
5. Parents or guardians will be notified. Parents or guardians may be asked to remove the student from the school, if the student is not able to de-escalate his or her behaviour within a reasonable period of time.
6. All physical intervention responses using force are to be documented.
7. Physical intervention strategies are to be reviewed each reporting period.

APPENDIX B
(Sample)

SCHOOL LETTERHEAD

**SPECIALIZED PROGRAMS: SAFE PHYSICAL INTERVENTION
Notification Form to Parent/Guardian**

Student: _____

School: _____

Dear Parent/Guardian:

In specialized programs, some students display types of behaviour, which are not always controllable or alterable through the use of standard classroom management and supervision techniques. Our goal is to work closely with you to improve your child’s academic performance. It is for this reason that we want you to be fully informed about the possible use of physical intervention strategies.

Safe physical intervention strategies include the use of physical intervention to a greater extent than would normally be employed where concerns for the safety of students and staff exist. Such strategies are employed in accordance with Board policy and are intended to help students acquire the necessary skills and attitudes associated with a positive learning environment.

Records of incidents involving physical intervention are retained and we are prepared to share this information with you as well as discuss any concerns that you may have.

Your signature below acknowledges that you have received this information. We welcome, at any time, opportunities for further discussion and clarification.

Principal’s Signature

Date

Signature of Parent/Guardian

Date

cc: Ontario School Record (OSR)

APPENDIX C
(Sample)

SCHOOL LETTERHEAD

**SPECIALIZED PROGRAMS: SAFE PHYSICAL INTERVENTION
Alternative Notification Form to Parent/Guardian**

Student: _____

School: _____

Dear Parent/Guardian:

Occasionally, school staff must restrain a student whose aggressive behaviour is dangerous and could result in injury to self and others. Standard Board procedures require staff to file a Safe Physical Intervention Incident Report and notify parents/guardians when physical restraint has been used.

For a few students, however, restraint must be used so frequently that alternative reporting procedures become more appropriate. In such cases, the staff maintains a log of all relevant information regarding each incident. They are not required to contact you after each episode. However, the log is available to you at any time. Please note that the Safe Physical Intervention Incident Report and notification procedures to parent(s)/guardian(s) will still be used for new or unusually severe behaviours.

Given your child’s needs, the staff anticipates that frequent restraint may be required in order to protect his/her safety and the safety of others. Therefore, please be aware that staff will be using these alternative reporting procedures. It remains our intention to maintain regular contact with you and we would encourage you to do likewise.

Your signature below acknowledges that you have received this information.

Principal’s Signature

Date

Signature of Parent/Guardian

Date

cc: Ontario School Record (OSR)



SAFE PHYSICAL INTERVENTION INCIDENT REPORT FORM
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This form is to be completed for every occurrence of physical intervention. It is to be completed by the school administrator in cooperation with the person(s) who applies the physical intervention(s). Copies are to be forwarded to the appropriate Superintendent of Education, the Supervisor of Psychological Services and the original is to be stored in the documentation file of the Ontario Student Record (OSR).

Student: _____ Date of Birth: _____

School: _____

Date and Time of Incident: _____

Date, Time & Name of Parent/Guardian Contacted: _____

Date of Review of Intervention: _____

DETAILS SURROUNDING INCIDENT:

Location: _____

Precipitating Factors: _____

Prior Verbal Intervention(s): _____

Staff Members Involved with Physical Intervention (including witnesses):

<u>Name</u>	<u>Position/Title</u>	<u>Involvement</u> (e.g., restrained, witnessed, assisted)

(Continued on next Page...)

APPENDIX E

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

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 procedures 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.