



Niagara Catholic District School Board

SAFE PHYSICAL INTERVENTION WITH STUDENTS

ADMINISTRATIVE OPERATIONAL PROCEDURES

300 – Schools/Students

No 301.8

Adopted Date: December 15, 2009

Latest Reviewed/Revised Date: June 16, 2015

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are Administrative Operational Procedures for Safe Physical Intervention with Students.

PREAMBLE

The Board along with its elementary and secondary schools, is committed to supporting a safe and inclusive Catholic learning environment for all students and staff, respecting and celebrating the uniqueness of each student and staff within its Catholic community.

Every effort is made to instruct and guide students, by using positive classroom and behavioural management techniques to ensure the safety of all students. There may be situations when it is deemed necessary to implement mild forms of safe physical intervention, emergency safe physical intervention, and/or a Planned Safe Physical Intervention Program, for the safety of a student, others, or property. The Board provides ongoing certification in Behaviour Management Systems Training Program and in specific cases Safe Management's Crisis Intervention Training Program. Both methods are safe and supportive physical intervention programs promoting effective management of behaviour in schools.

These procedures establish the requirements to ensure the safety of all students and staff in a Catholic learning environment using a uniform standard of practice in the Niagara Catholic District School Board, and are to be used when all non-physical interventions have been exhausted prior to the implementation of a safe physical intervention.

The Principal/designate is responsible for providing a safe environment for all students and staff. When a student's behaviour may jeopardize them, others, or property, it is the responsibility of the Principal/designate and staff members, to intervene in the least intrusive manner possible for the situation.

SAFE PHYSICAL INTERVENTION

A safe physical intervention may be warranted due to behaviours characterized by, but not limited, to:

- Attempting the use of any weapon, thus endangering self, students or staff members;
- Attempting the assault of another person;
- Attempting self-injury;
- Attempting to leave a supervised area and their personal safety is at imminent risk;
- Attempting to damage property which may result in injury to self or others.

MILD FORMS OF SAFE PHYSICAL INTERVENTION

Mild forms of safe physical intervention such as reaching for a child's hand, holding a child's hand, or restraining a student's arm to prevent physical contact, are common and usual methods used by parents/guardians, and teaching and support staff for maintaining order and preventing harm or misconduct. These mild forms of safe physical contact are considered to be physical prompts or guides and are not subject to these Administrative Operational Procedures, and do not require consent or approval by the parent/guardian.

TYPES OF SAFE PHYSICAL INTERVENTION

Safe physical intervention refers to any procedure in which staff may use any part of their body (hands, trunk, or legs), or any device (personal protective equipment) to substantially restrict the movement of a student. This intervention must be reasonable in the given situation.

There are two types of safe physical intervention:

- Emergency Safe Physical Intervention
- Planned Safe Physical Intervention

Every effort will be made by school staff to inform the parent/guardian on the day of the incident any time a safe physical intervention strategy has been used at school, and appropriate documentation must be completed by the appropriate staff. The word “guardian” refers to Family and Children’s Services (FACS) where a student is in their care.

EMERGENCY SAFE PHYSICAL INTERVENTION

Emergency Physical Intervention refers to the actions taken in a crisis situation in which a student poses an immediate risk to themselves, others, or property. Any employee of the Board may use safe physical intervention strategies in an attempt to prevent harm to any student, staff members, or property. In addition, all schools have designated staff who are trained in Behaviour Management Systems Training Program.

Every effort should be made to ensure that Emergency Safe Physical intervention be implemented by staff trained in Behaviour Management Systems Training Program and Safe Management’s Crisis Intervention Training Program in order to move the student out of danger, remove objects from the student, or to hold/immobilize the student.

Emergency Safe Physical Intervention does not require prior approval of the parent/guardian. Following the emergency physical intervention, all staff will adhere to all procedures referenced in *General Procedures for Safe Physical Intervention with Students*.

PLANNED SAFE PHYSICAL INTERVENTION

Some students require a Planned Safe Physical Intervention which is required for their safety and the safety of others and may be implemented at any time during school hours or at a school-related activity. A Planned Safe Physical Intervention refers to the use of safe, physical intervention as the final step in a sequence of actions following the onset of inappropriate behaviour by a student.

This plan is developed when a student requires Emergency Safe Physical Intervention more than three times in a 30 day period, and/or the intensity of the behaviour warrants further intervention.

A Planned Safe Physical Intervention must be embedded in a Behaviour Support Plan for the student and only Board approved containments (referenced in Behaviour Management Systems Training Program and Safe Management’s Crisis Intervention Training Program) may be used. These types of interventions require prior consultation and the approval by the parent/guardian (*Appendix 1*).

A Planned Safe Physical Intervention shall include:

- the operational definition of target behaviours, which are the behaviours to be eliminated, and the positive replacement behaviours to be taught;
- a rationale for the intervention and the use of containment;
- medical information which may include a condition that may restrict use of the containments;
- the names of the trained staff who will implement the containment where possible;
- who will supervise and monitor the program;
- a method for regular review of program effectiveness;

- data collection procedures;
- a detailed description of containment procedures to be used.

GENERAL PROCEDURES FOR SAFE, PHYSICAL INTERVENTION WITH STUDENTS

The provisions of these procedures, along with the Education Act and Regulations, assign a “Duty of Care” to the Principal/designate which confirms that the final decision with respect to safe, physical intervention rests with the Principal/designate. It is expected that all staff members shall resolve situations involving inappropriate behaviour by using the least intrusive means possible, and these measures may include, but are not limited, to:

- Establishing consistent, positive school and classroom rules, and routines;
- Reinforcing behaviour that is consistent with school and classroom rules and routines;
- Identifying antecedents of aggressive behaviour in order to prevent the behaviour from occurring;
- Teaching appropriate behaviours that are socially acceptable alternatives to aggression, and verbal de-escalation.

School staff shall document all incidents involving Emergency or Planned Safe Physical Intervention on the Safe Physical Intervention Incident Report form (*Appendix 2*). This form should be completed within 24 hours of the incident, filed at the school, shared with the parent/guardian and sent to the Area Special Education Coordinator for team review and follow-up by the Behaviour Management Systems Training Program and Safe Management’s Crisis Intervention Training Program certified trainer(s).

The nature of the incident may also require the completion of a Violent Incident Report as determined by the Principal.

Every effort will be made by school staff to contact the parent/guardian about each safe physical intervention (emergency or planned) in person, or by phone on the day of the incident. Staff will document the contact made to the parent/guardian. Staff will meet with the Principal to discuss the intervention and to review next steps.

BEHAVIOUR SUPPORT PLAN PROCEDURES

A Behaviour Support Plan (BSP) may or may not include a safety plan or a Planned Safe Physical Intervention. Any BSP that does include a safety plan which also requires a Planned Safe Physical intervention shall be developed in consultation with Board certified trainers prior to the implementation of the program. This plan will be filed by the school, and available for review by appropriate Board and school staff, and the parent/guardian.

All (BSPs)/Safety Plans/Planned Safe Physical Intervention will be filed in the Documentation File of the Ontario Student Record (O.S.R.) and is an integral part of the Individual Education Plan (I.E.P.) for the student.

A Planned Safe Physical Intervention requires the approval by the parent/guardian. If a parent/guardian chooses not to approve the Planned Safe Physical Intervention, a letter shall be sent to the parent/guardian and the appropriate Family of Schools’ Superintendent (*Appendix 3*).

Thus, where planned safe physical intervention is required, and parent/guardian approval has not been obtained, staff will revert to Emergency Safe Physical Intervention strategies which do not require prior approval of the parent/guardian.

The Principal will review the Planned Safe Physical Intervention with appropriate school and Board staff. If three (3) incidents of safe physical intervention have occurred within a 30 day period, the BSP must be reviewed regardless of the date of the last review. If a safety plan is developed in response to immediate imminent risk posed by a student and a (BSP) is not already in place, staff will develop a (BSP) to address proactive behaviour strategies and supports.

INJURY TO STUDENTS/STAFF

An injury to a student(s) during physical intervention will be recorded on the Safe Physical Intervention Incident Report (*Appendix 2*), and the Board's Accident Form and reported to the Principal/designate and the parent/guardian.

An injury to staff during physical intervention will be recorded on the Safe Physical Intervention Incident Report (*Appendix 2*), and reported to the Principal/designate and to the Board's WSIB Administrator with the appropriate copy sent to the Federation/Association of the injured worker within 5 working days.

References

- [Canadian Criminal Code, R.S.C., 1995 – Correction of Child By Force](#)
- [Child and Family Services Act, R.S.O., 1990 – Corporal Punishment](#)
- [Constitution Act 1982 – Charter of Rights and Freedoms](#)
- [Education Act, R.S.O., 2000 Sections 264 \(1\), 265 \(a\), 301 \(1\) and \(2\)](#)
- [Labour Relations Act](#)
- [Occupational Health and Safety Act](#)
- [Ontario Human Rights Code](#)
- [Ontario Regulation 298](#)
- *Niagara Catholic District School Board Policies/Procedures*
 - [Code of Conduct Policy \(302.6.2\)](#)
 - [Ontario Student Record \(301.7\) AOP](#)

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| Adopted Date: | December 15, 2009 |
| Revision History: | June 16, 2015 |



Niagara Catholic District School Board

PLANNED SAFE PHYSICAL INTERVENTION FORM
(TO BE COMPLETED BY THE SCHOOL)

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of the Education Act, and will be used by Special Education. Questions about this collection should be directed to the Superintendent of Education – Special Education, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1, 905-735-0240.

| | | | | | |
|-------------------------------------|--------|--|---|--------------------------------------|-------------|
| Name of Student | | | <input type="checkbox"/> M <input type="checkbox"/> F | Date of Birth (yyyy mm dd) | |
| Parent/Guardian | | | | OEN# | |
| Address | Street | | City | | Postal Code |
| Phone number | Home | | Work | | Cell(s) |
| School | | | | | Grade |
| Principal | | | | | |
| Classroom Teacher | | | | | |
| Educational Resource Teacher | | | | | |

| SIGNATURES | <i>Print Name Below</i> | <i>Signature Below</i> | | |
|---|-------------------------|------------------------|-------------|--|
| Principal | | | Date | |
| BMS/SMG Trainer | | | Date | |
| Area Special Education Coordinator | | | Date | |

| | | | |
|--|---------------------|--------------------|-------------|
| Parent/Guardian Consultation | | | |
| <input type="checkbox"/> <i>I have been consulted regarding the development of the Planned Safe Physical Intervention and consent to the implementation of the Planned Safe Physical Intervention.</i> | | | |
| Parent/Guardian | | | Date |
| | <i>(Print name)</i> | <i>(Signature)</i> | |

Parent/Guardian Copy
 OSR Copy
 Board Special Education Copy



Niagara Catholic District School Board

SAFE PHYSICAL INTERVENTION INCIDENT REPORT
(TO BE COMPLETED BY THE SCHOOL)

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| | | | | | |
|-------------------------------------|---|--|---|--------------------------------------|-------------|
| Name of Student | | | <input type="checkbox"/> M <input type="checkbox"/> F | Date of Birth (yyyy mm dd) | |
| Parent/Guardian | | | | OEN# | |
| Address | Street | | City | | Postal Code |
| Phone number | Home | | Work | | Cell(s) |
| School | | | | | Grade |
| Principal | | | | | |
| Classroom Teacher | | | | | |
| Educational Resource Teacher | | | | | |
| Date of Incident | | | | | |
| Time of Incident | | | | | |
| Location of Incident | | | | | |
| CEC Staff Involved (if any) | | | | | |
| Staff Training | <input type="checkbox"/> SMG <input type="checkbox"/> | | <input type="checkbox"/> BMS <input type="checkbox"/> | | |

| |
|--|
| Description of Incident- Antecedent, Behaviour, Consequence/Outcome |
| |

| |
|--|
| CONTAINMENT PROCEDURE EMPLOYED): Name of Containment, Duration of Containment |
| |



Niagara Catholic District School Board

SAFE PHYSICAL INTERVENTION INCIDENT REPORT

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REVIEW AND DEBRIEFING: Injury assessment, Reassurance and follow up with student(s), Staff and administrator debriefing, Re-establish relationships,

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FOLLOW UP TO INCIDENT

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|--|
| <input type="checkbox"/> Communication Protocol/Notification to parent <input type="checkbox"/> Documentation sent to Area Special Education Coordinator <input type="checkbox"/> Report of staff injury (if needed) <input type="checkbox"/> Other : explain _____ |
|--|

| | |
|--|---|
| Physical Intervention Incident Report Completed By: | Date Completed: |
| PARENT/GUARDIAN INFORMED BY: | DATE: <input type="checkbox"/> by phone <input type="checkbox"/> in person |

| PHYSICAL INTERVENTION PERFORMED BY: | | | |
|-------------------------------------|--|------|--|
| Staff Member | | Date | |
| Staff Member | | Date | |
| Staff Member | | Date | |

| PHYSICAL INTERVENTION INCIDENT WITNESSED BY: | | |
|--|------|--|
| | Date | |
| | Date | |
| | Date | |

| | | | |
|-------------------------------|--|------|--|
| Signature of Principal | | Date | |
|-------------------------------|--|------|--|

Copy to Parent/Guardian
 Board Special Education Copy
 Copy to FACS Worker custodial/guardian



SAMPLE LETTER TO PARENT/GUARDIAN

(Optional: school letter head)

Date

Dear _____,
(Name of Parent/Guardian)

Our school team, along with Special Education staff of the Niagara Catholic District School Board, consulted with you about the Planned Safe Physical Intervention for your child _____ at our school on _____
(Name of student) (Date of meeting)

At this meeting you were presented with the Planned Safe Physical Intervention Form; however, you chose not to sign the form for approval of a Planned Safe Physical Intervention for your child _____.
(Name of student)

As a result of your decision, please be advised that in the event that safe physical intervention is required for your child _____ staff will revert to Emergency Safe Physical Intervention which
(Name of student)
does not require prior approval of the parent/guardian.

Sincerely,

(Signature of Principal)
Name of Principal

c.c. Family of Schools Superintendent