

Felixstowe International College
 Restraint Policy – Calming a violent pupil



Appendix 1: RESTRAINT – INCIDENT REPORT FORM (to be handed in to Deputy Principal)

1	Basic Information	Name of Pupil	
		Year	
2	Events Leading to this Incident	Where did the incident occur?	
		When did the incident occur? (Time and Date)	
		How did the incident begin?	
3	Describe the Incident	What was happening at the time?	
		Was anyone else involved?	
		Did anyone else see what happened? (give details)	
		What behaviour was the pupil presenting that warranted restraint?	
		Was there damage to property or an assault on a pupil or staff during the incident?	

26 September 2016
 For review August 2017

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		What did you do to try to defuse the situation before using restraint?	
		How was the pupil restrained? For how long? By how many members of staff?	
4	Injuries sustained	Was anyone injured? If yes, give details.	Yes/No
		Was the pupil checked for injuries by a member of staff who was not involved in the incident? If yes, by whom?	Yes/No
5	Implications for future planning	What do you think this behaviour was about?	
		What would you do differently next time to avoid the need for physical restraint?	
		Are other staff aware (DSL/ADSL) of the need for a planned response to the pupil?	Yes/No
6	Follow up action	The incident was reported by:	
		Have parents been informed? If yes, how	Yes/No Telephone/Letter/Personally/Email
		When were they informed (Time and Date)	
		Who informed parents/guardians?	

Incident Form complete by:

Post Held:

Signature:

Date:

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