Restrictive Intervention: Recording and Reporting Flowchart

Incident Occurs

Staff member uses restrictive intervention on a pupil

Immediate Actions

Ensure pupil and staff safety
Provide any necessary first aid/medical support
Arrange for child to be supervised/supported

Staff member writes internal record

- *As soon as possible, no later than same day*
- *In a quiet space, with time out of class if needed*
- *Using the school's internal record template*
- *Senior leader available for support*

Record to include:
✓ Names of pupil and staff involved
✓ SEN status code (E/K/N)
✓ Time, date, location, duration
✓ Why intervention was necessary ✓ Type and degree of force/intervention used
✓ Any injuries sustained
✓ Post-incident support provided

Record is shared and stored securely

Record shared with DSL/DDSL, uploaded to CPOMs and locked in Headteacher's office.

Decision: Can we report to parents?

No

Would cause significant harm to child

Action

Consult with DSL/DDSL

Report

Report to another parent (if safe)
or
Local authority via.
pbs.teamteach@hants.gov.uk

Document Decision

Upload to CPOMs with date and time that information was reported

Yes

Input/Output

This could include user input, data from sensors or devices, or information retrieved from databases or other systems.

Action

Report to Parents as soon as possible. No later than the same day, verbally first and follow up in writing

Debrief and Support

For pupil:
- *Restorative conversation*
- *Emotional support*
- *Review behaviour plan*

For staff:
- *Immediate debrief*
- *Ongoing wellbeing check*
- *Additional support where required*

Review and Update

- *Behaviour Plan*
- *Risk assessment*
- *Provision in class*
- *Staff Training Plan*

Report to Governors

Termly: *Headline data on incidents, types, patterns, actions taken*
Annually: *Comprehensive Review Governors may request to see individual records*

Finished