



**Goodwill Education Initiatives, Inc.**  
1635 W. Michigan Street, Indianapolis, IN 46222

## **Seclusion and Restraint Policy**

This document is to supplement but not replace school wide discipline plans. It is a guideline for managing students who are displaying disruptive behaviors. Indiana's Commission on Seclusion and Restraint (Indiana Code 20-20-40) states, *"The purpose of this policy is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint."*

### **Crisis Prevention:**

**Definition of Crisis Prevention:** The methods, techniques, or services used to offer immediate support to students who are experiencing behavior distress or problems. This includes intervention from trained staff who understand how to address aggressive, violent, or out-of-control behaviors.

In accordance with school-wide discipline plans, all classrooms should implement classroom behavior plans that enforce a positive learning environment. These plans should include behavior expectations, de-escalation strategies, and positive reinforcements.

1. Goodwill Education Initiatives will have staff certified in the instructor program through the Crisis Prevention Institute in Nonviolent Crisis Intervention Training.
2. Goodwill Education Initiatives will provide all staff members with Nonviolent Crisis intervention Training.
3. This training will be recurrent and provided to all staff.
4. Any staff involved in an incident (seclusion/restraint) must engage in a de-brief session and complete appropriate documentation.
5. A program review will be completed at the end of each year.

### **SECLUSION:**

**Definition of Seclusion:** The confinement of a student alone in a room or area from which the student physically is prevented from leaving. The term does not include a supervised time-out or scheduled break, as described in a student's individualized education program, in which an adult is continuously present in the room with the student.

1. Seclusion should not be used as a form of punishment or consequence. Seclusion should only be used with a student who is displaying physical behaviors that pose a threat to themselves or others.
2. The door to the seclusion room or space should remain unlocked at all times.

3. Seclusion should only be used as long as necessary to de-escalate the situation or in accordance with a student's BIP or IEP.
4. Adult supervision is required. Students should never be left unattended.
5. Seclusion shall only be used by staff members who are certified in Non-Violent Crisis Intervention.
6. Appropriate documentation must be completed and parent/guardian informed.

### **RESTRAINTS:**

**Definition of Restraints:** The physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or a part of a student's body or to restrict normal access to the student's body. The term does not include (1) briefly holding a student without undue force in order to calm or comfort the student, or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation, (2) physical escort, or (3) physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one area to another. Restraints include any manual method, physical or mechanical device, material, or equipment that immobilizes or reduces the ability of an individual to move their body freely.

Physical restraints may **ONLY** be used as a last resort. Physical restraints should only be used when a student poses a threat to themselves or others. It should never be used as a form of discipline or punishment to the student.

If it is deemed necessary to use physical restraints, the following guidelines must be followed:

1. Restraints should be used **ONLY** by staff who have a current certification in Crisis Prevention Intervention (CPI).
2. Any restraint used should be an approved CPI restraint.
3. Restraints should **ONLY** last as long as necessary for the student to gain control of their behavior and no longer pose a threat to themselves or others
4. Appropriate documentation must be completed and parent/guardian informed.

*No student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.*