

Student Welfare

Seclusion and Restraint Incident

1. Description of the incident and interventions.
 - a. Date and time:
 - b. Location:
 - c. Duration:
 - d. Description:
2. Any event leading to the incident and the reason for using seclusion or restraint.
3. Description of the methods of seclusion/restraint used.
4. Nature or extent of injury to the student, if any.
5. The names, roles, and certification of each staff member involved in the use of seclusion/restraint.
6. The name, role, and signature of the staff member who prepared the report.
7. The name of the staff member who the parent/guardian can contact regarding the incident and use of seclusion or restraint.

8. The name of the staff member to contact if the parent/guardian wishes to file a complaint.

9. A statement directing parents/guardians to a sociological, emotional, or behavioral support organization and a hotline number to report child abuse and neglect.

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