# Within-school procedure for reporting physical restraint and seclusion incidents

All Victorian government schools are required to follow the Department's [Restraint and Seclusion Policy](https://www2.education.vic.gov.au/pal/restraint-seclusion/policy). The Policy, Guidance and Resources can be found in the Department's [Policy and Advisory Library](https://www2.education.vic.gov.au/pal) (PAL). Schools are not permitted to have their own policies for restraint and seclusion that differ from that of the Department.

Every instance of physical restraint and seclusion must be reported to the Incident Support and Operations Centre (ISOC) on 1800 126 126. The Department recommends schools consider having a ‘within-school procedure’ for reporting physical restraint and seclusion incidents.

This table can be adapted to your specific school’s needs for a procedure for reporting physical restraint and seclusion.

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| --- | --- |
| Physical restraint and seclusion incident reporting procedures | Tick box for Completed |
| **Prepare in advance of an incident** |  |
| Has responsibility been allocated for responding to, and reporting, an incident of restraint and seclusion? | * + 1. Yes/No |
| Do staff understand and have capabilities to undertake allocated roles? | * + 1. Yes/No |
| Are staff familiar with the following Department policies and guidance?   * [Reporting and Managing School Incidents (including emergencies](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy)) * [Emergency and Critical Incident Management Planning](https://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning/policy) * [OHS Management System (OHSMS) Overview — Employee Health, Safety and Wellbeing](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-management-system-ohsms/policy) | * + 1. Yes/No |
| **Following an incident involving physical restraint or seclusion** |  |
| Have the immediate needs of student, staff, or other parties (e.g. provide first aid, supportive conversation, move others away from the area, etc.) been responded to? | Yes/No |
| Is there a need to contact emergency services? If so, call 000. | Yes/No/NA |
| **Report the incident** |  |
| Has the principal been notified of the incident? | * 1. Yes/No |
| Has the principal or their delegate reported the incident to ISOC on 1800 126 126? | * 1. Yes/No |
| Has the incident’s severity been rated using the [Severity rating Decision making matrix](https://www.education.vic.gov.au/Documents/school/principals/spag/management/severityratingmatrix.pdf)? | * 1. Yes/No |
| Has the principal or their delegate ensured “all identified hazards and incidents involving employees, volunteers, visitors, contractors, and members of the public” have been reported in eduSafe Plus. This includes employee or volunteer related incidents that occur both on and off the Department premises. See [eduSafe Plus reporting system](https://edusafeplus.educationapps.vic.gov.au/auth/login) (login required) | * 1. Yes/No/NA |
| Does the principal or their delegate need to contact WorkSafe (on 132 360) to report a notifiable incident. This must happen immediately after the principal or their delegate becomes aware that an incident has occurred. They must provide WorkSafe with a written report within 48 hours. WorkSafe Victoria will provide a reference number on notification and will advise whether the incident site is to be isolated/preserved until an inspector arrives. More information is available in the Department's [WorkSafe Inspector Visit Guidelines](https://www.education.vic.gov.au/hrweb/Documents/OHS/worksafeinspectorvisitguidlines.docx). | * 1. Yes/No/NA |
| If there is a concern that the incident might involve conduct that is reportable under the Reportable Conduct Scheme, has the principal or delegate contacted Employee Conduct Branch in accordance with the [Reportable Conduct Policy](https://www2.education.vic.gov.au/pal/reportable-conduct-scheme/policy). | * 1. Yes/No/NA |
| Has the parent/carer of the student(s) impacted by an incident been contacted? | Yes/No |
| Has the most efficient and effective method available to communicate been used? | Yes/No |
| Have attempts to notify the parent/carer of the student(s) impacted by an incident and conversations with them been documented? | Yes/No |
| **Document the incident** |  |
| Has a record of the incident been added to [CASES21](https://edugate.eduweb.vic.gov.au/Services/bussys/cases21/Pages/Home.aspx) or an equivalent records management system? | * 1. Yes/No |
| **Provide support** |  |
| What support is required for student and staff? | * Yes/No/NA |
| Has support been put in place? | * Yes/No/NA |
| Is ongoing support going to be necessary for impacted students and staff? | * 1. Yes/No/NA |
| Have staff been advised that support through the [Employee Assistance Program](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-management-system-ohsms/guidance/expert-supports) is available le? | * 1. Yes/No/NA |
| Is it necessary to contact the [Principal Early Intervention Program](https://edugate.eduweb.vic.gov.au/sites/i/Pages/production.aspx#/app/content/3025/support_and_service_(schools)%252Fhuman_resources%252Fprincipal_health_and_wellbeing%252Fearly_intervention_program) for additional support? | * 1. Yes/No/NA |
| **Analyse and learn** |  |
| Has a review of the incident taken place within 3 and 5 working days? | * 1. Yes/No |
| Has a plan to reduce the likelihood of an incident happening again been developed? | * 1. Yes/No |
| Is it necessary to seek advice or support from the [Student Support Services](https://www2.education.vic.gov.au/pal/student-support-services/policy) (SSS)? | * 1. Yes/No/NA |

## Contact

Principal Behaviour Support Adviser

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Schools and Regional Services

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