

GALLEON CENTRE POLICY ON RESTRAINT

The Galleon Centre aims to ensure all children and vulnerable adults are protected and kept from harming themselves or others.

When a child is seen to be a danger to themselves or others, staff will try and distract the child to another activity. If the child does not respond to any distraction, and is still seen to be a danger, kicking, hitting, toy throwing, knocking furniture over etc. staff will intervene by hugging them gently to control limb movements and talking to them in a quiet manner to calm the child down. If the child continues in this manner another staff member will contact parent/guardian immediately to come and collect the child.

Staff, volunteers or parents/carers will **not** use any physical force against a child.

Parents are **not** allowed to smack their own child at any time within the establishment.

Full details of the incident and of any restraint and how it was resolved will be recorded on an Incident Records Sheet.

Full details of what happened, and how it was resolved will be reported to parent/carer when returning for child.

Parents will be asked to read and sign Incident Record Sheet. This will be conducted in a confidential manner in a private room. All incident records are confidential and all staff are responsible for assuring confidentiality.

Signed: _____ Print Name: _____