

What led up to it matters as much as what happened. Go back to the child afterwards.

Record facts, in sequence. This form does not describe any physical intervention and must never be made to — how restraint is carried out belongs to your accredited training and your behaviour support policy. If a restraint occurred, record what happened, who was involved, how long it lasted and what the child said afterwards.

YOUNG PERSON	DATE	TIME STARTED
TIME ENDED	WHERE	RECORDED BY

WHAT WAS HAPPENING BEFOREHAND

The hour before, not the minute before. What might this young person have been trying to communicate?

WHAT WAS TRIED FIRST

	TRIED	NOT POSSIBLE
Gave them space and time	☐	☐
Stepped back and waited	☐	☐
Offered a choice	☐	☐
Offered a drink, food or a break	☐	☐
Changed who was talking to them	☐	☐
Moved other young people away	☐	☐
Reduced noise, people or demands	☐	☐
Talked about something else	☐	☐
Offered to go outside or for a walk	☐	☐
Followed what their plan says helps	☐	☐
	☐	☐
	☐	☐
	☐	☐

WHAT HAPPENED

Factually, in sequence, with times. What was said and done, by whom.

WHO WAS INVOLVED

Staff present — names and roles

Other young people present, or affected

Anybody else — visitors, neighbours, police

Was any physical intervention used? By whom, and for how long

Were all staff involved trained and signed off for it?

INJURIES AND HARM

	YES	NO
Young person injured	☐	☐
Staff injured	☐	☐
Another young person injured	☐	☐
Medical attention given on site	☐	☐
Seen by a GP, nurse or hospital	☐	☐
Damage to property	☐	☐
Police attended	☐	☐
Body map completed, where there is an injury	☐	☐
	☐	☐
	☐	☐
	☐	☐

INJURIES IN DETAIL, AND WHAT WAS DONE

AFTERWARDS — THE YOUNG PERSON

The part most often skipped on a hard shift, and the part that matters most to them.

Who talked to them afterwards, and when

What they said about it — their words

If they did not want to talk, record that

Have they been offered a chance to talk since?

Do they want to make a complaint, and have they been told how?

Has their advocate been offered?

AFTERWARDS — STAFF

Debrief held — when, with whom

How staff are

Anything raised in debrief

Support offered

DECISIONS

Is this a notifiable event? Decided by — when

If notified: to whom, when, reference

If not notified: reason recorded

Is this also a safeguarding concern? Separate record raised?

Social worker informed — when

Parents or those with parental responsibility informed — when

LEARNING — WHAT WILL BE DIFFERENT

What this tells us about what this young person needs. Owner and date against each.

BACK INTO THE PLAN

Placement plan updated? By whom, when

'What helps when things are hard' changed?

Risk assessment updated?

Anything for the next review

SIGN-OFF

Special category data about a child. Hold securely.

RECORDED BY	DATE AND TIME
REGISTERED MANAGER REVIEWED	DATE
YOUNG PERSON HAS SEEN THIS RECORD?	DATE