



USE OF HOLD FORM

| USE OF HOLD—JICDAA-E1 | |  |
|---|--|---|
| Date of event: Click here to enter a date | Time: | |
| Student name: | Birthdate (dd/mm/yyyy): | Age: |
| Student #: | MET #: | |
| School: Select one | Grade: | |
| Report completed by: | Date submitted: Click here to enter a date | |
| <p>A hold was used for the following purpose:</p> <p><input type="checkbox"/> To prevent a student from harm</p> <p><input type="checkbox"/> To prevent harm towards others</p> <p><input type="checkbox"/> For the purpose of self-protection</p> | | |
| SUPPORTING INFORMATION | | |
| Names and roles of personnel involved: | | |
| <p>BEFORE</p> <p>Describe the activity before the hold was required. Include the location, event or events preceding the hold, interventions used to de-escalate the situation, and any other pertinent information. Include the name of the person who made the decision to use the hold.</p> | | |
| <p>DURING</p> <p>Describe the type of hold used. Include the location, duration, and resolution. Please include observations of the child during the hold and the criteria for ending the hold.</p> | | |
| <p>AFTER</p> <p>a) Action taken with the student after the use of the hold.</p> <p>b) Follow-up by the school team (debriefing, personnel involved, date).</p> <p>c) Next steps (changes to programming, planning and/or services).</p> | | |
| ADDITIONAL INFORMATION | | |
| <p><small>Page 1 of 2 Policy JICDAA—Safe, Caring and Respectful Schools 12/2021</small></p> | | |

USE OF HOLD FORM

| USE OF HOLD—JICDAA-E1 | |  |
|---|---|--|
| NOTIFICATION OF PARENT/LEGAL GUARDIAN | | |
| When: | | |
| How: | | |
| By whom: | | |
| <hr style="border: 0; border-top: 1px solid black;"/> | <hr style="border: 0; border-top: 1px solid black;"/> | |
| Staff member signature | Principal signature | |
| <p>Please document this incident in <i>myreferrals</i>. Copies of this form have been sent to:</p> <p><input type="checkbox"/> Safe schools consultant</p> <p><input type="checkbox"/> Principal</p> <p><input type="checkbox"/> Pupil support file</p> <p>Documentation to be completed and submitted within 48 hours of the use of hold.</p> | | |
| Page 2 of 2 Policy JICDAA—Safe, Caring and Respectful Schools 12/2021 | | |

Effective Date: February 19, 2008
 Amended Date: May 15, 2018; January 18, 2022
 Board Motion(s): 51/08; 131/18; 7/22
 Legal/Cross Reference:

Review Date: