

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Exclusion

Chapter:
10

Effective Date:
10/25/1999

Revision Date:

Policy Number:
10-104-012

Executive Director

SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

INTRODUCTION:

1. Exclusion is the removal of a child from the child's immediate environment and restricting the child alone to a room or area. If a staff person remains in the exclusion area with the child, it is not exclusion.
2. Exclusion may not be used for more than 60 minutes, consecutive or otherwise, within a 2-hour period.
3. Exclusion may not be used for a child more than 4 times within a 24-hour period.
4. A staff person shall observe a child in exclusion at least every 5 minutes.
5. A room or area used for exclusion shall have the following:
 - At least 40 square feet of indoor floor space.
 - A minimum ceiling height of 7 feet.
 - An open door or a window for observation.
 - Lighting and ventilation.
 - Absence of any items that might injure a child.

DISCUSSION: