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Please ask for: Bernadette Cairns  
Direct Dial No: 01463 702875  
Your Ref:  
Our Ref: CRM HC0226-1656  
Date: 07/05/2017

Dear Ms Masson,

**REQUEST FOR INFORMATION UNDER THE FREEDOM OF INFORMATION  
(SCOTLAND) ACT 2002**

I refer to your request for information relating to **Use of Seclusion in Highland Council  
Schools:**

1. Can you please advise me in what circumstances it is acceptable to have a child in a room on their own with the door either locked or a staff member holding the door closed, preventing the child leaving the room in Highland Council schools?

**In Highland we would recognise seclusion as “*The supervised confinement of a person in a room in isolation. Its sole aim is to contain severely disturbed behaviour which is likely to cause harm to others which cannot be managed safely in any other way.*”**  
**(Department of Health, 2008)**

2. Can you please provide me with policy, procedures and best practice which Highland Council follow when using seclusion in schools?

**Guidance attached.**

3. Who is responsible in each school for collecting data on the use of seclusion in schools?

**Generally this would be the head Teacher or a member of the Senior Management Team in a larger school.**

4. Who is responsible in Highland Council for collecting data on the use of seclusion in Highland schools?

**The information from schools is passed on to the Positive Relationships Team, who monitor the use of seclusion across Highland.**

5. What reports require to be completed when seclusion is used?

**Appendix 1 of the guidance provides this information. Generally seclusion will be used because an incident has occurred and this incident would also be recorded on**

the generic incident reporting format.

6. Who is informed when seclusion is used?

**The Area Management Team and the Strategic Manager for ASN are informed by the data analyst and the Positive Relationships Team, who gather the information from schools.**

7. What feedback has been collected from children/young people and their parents/carers/guardians who have been secluded as to whether or not they felt it had a positive effect on behaviour, mental health and self-esteem?

**This is not an action that is taken lightly and is not something that is encouraged. It is only used as a last resort and generally if a situation is felt to be dangerous for the child or his/her peers. Parents are always informed when seclusion has been used and are aware that it has been used to keep their child safe. All incidents of seclusion are reported for children who have significant learning needs, many of whom are preverbal and it is difficult to gather their views after the event. Feedback is not systematically collected and reported from parents/children regarding seclusion, but it is gathered in relation to behaviour protocols and plans, of which seclusion would be one strand.**

Under Section 20 of the Freedom of Information (Scotland) Act 2002, you have the right to request that the Highland Council reviews any aspect of how it has dealt with your request. This requirement for review should be put in writing to the Freedom of Information Officer, Chief Executive's Office, Glenurquhart Road, Inverness IV3 5NX, within 40 working days of receipt of this letter. The request should include details of the information requested and the aspects of the Highland Council's response which you are not satisfied with.

If you are subsequently dissatisfied with the outcome of the Council's review, you have the right to appeal to the Scottish Information Commissioner under Section 47 of the Act, within six months of receiving the Council's review response.

Further guidance on information request reviews and right to appeal can be found on the Scottish Information Commissioner website at [www.itspublicknowledge.info](http://www.itspublicknowledge.info).

Kind Regards,



Bernadette Cairns  
Head of Additional Support Services