

### TIME-OUT POLICY

- A. A Student time-out may be used when addressing behavioral issues if:
- (i) a Student in time-out is never physically prevented from leaving the time-out area;
  - (ii) it takes place away from the area of activity or from other clients, such as in a different room or in a different area. PROGRAM does not utilize Student bedrooms for time-out;
  - (iii) staff monitors the Student while in time-out; and
  - (iv) the reason for and duration of time-out is documented by staff on duty at the time it occurs.
- B. If a Student time-out is used, staff on duty at the time shall document the reason and duration of time-out on the PROGRAM time-out Reporting Form.
- C. The Direct Care Staff placing a Student on time-out shall monitor and be responsible for the Student on Time out unless they coordinate with another Direct Care Staff or Therapist to provide supervision.
- D. Supervising Direct Care Staff shall counsel with and process the Student off of Time-out to assist in teaching appropriate behavior and additional coping skills and to promote self-control, self-esteem, and independence.
- E. Time-out should not be used solely to seclude a Student or as a punishment; instead it should only be used to address a specific behavioral issue after other, less restrictive means have not been effective.
- F. Time-out to address behavioral issues shall not exceed 4 hours.
- (i) If Time Out is needed for a period exceeding time-out, staff shall consider other options including level adjustment and referral to primary therapist.
  - (ii) Clinical Team will staff the issue and consider if PROGRAM is an appropriate placement.
- G. If a Student asks for a time-out and the time-out has a duration of less than 1 hour, it need not be documented.
- H. The Clinical Director and Clinical Team shall conduct regular reviews of client restraints, seclusions, behavioral interventions, and time outs to inform processing discussions with Students and training for direct care staff.

**I.** The use of prohibited forms of interventions or discipline by any staff will result in serious disciplinary actions, including possible termination and reporting to the appropriate legal and State of Utah agencies. Physical intervention cannot be used as coercion, discipline, convenience, or retaliation and students are to be treated with respect and should not be mimicked, made fun of, or purposefully hurt. PROGRAM maintains adequate staffing ratios and an intervention is not used in lieu of adequate program staffing.