

COED GLAS PRIMARY SCHOOL

'Roots to grow, wings to fly'



Policy on Care and Control and the Use of Positive Handling

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Reviewed: _____

Signed: _____

Date: _____

Signed: _____

Date: _____

FOREWORD

This document should be read in conjunction with the Inter-Agency “Policy and Guidance Framework - The Use of Reasonable Force to Control Pupils”. They have been written to make explicit the expectations that the School Service has of school staff and those responsible for their training. Staff acting in good faith, working within these guidelines and protocols will be positively supported in their actions.

Both children and staff have rights. This document attempts to ensure that staff have a safe, supportive, carefully managed and monitored environment, and that children’s needs, safety and rights are respected and nurtured.

Contents

1.	Policy Statement	4
2.	What is the legal use of force?	4
3.	Objectives of this policy	5
4.	Who can use reasonable force?	5
5.	When might reasonable force be appropriate?	6
6.	Procedures and practical considerations during specific incidents	7
7.	Application of force during specific incidents	7
8.	Reporting and recording incidents	8
9.	Debriefing following serious incidents.	9
10.	Other procedures concerning incidents.	10
11.	Planning for incidents and meeting training needs	10
12.	Arrangements for informing parents	10
13.	Physical contact with pupils in other circumstances	11
14.	Complaints	11
15.	Review	11

Appendix 1	Staff trained & authorised in the use of Positive handling and Team Teach
Appendix 2	Staff trained in the use of Positive Handling
Appendix 3	Risk Assessment
Appendix 4	Positive Handling Agreement
Appendix 5	Serious Incident Form

Coed Glas Primary School

Policy on Care and Control and the Use of Positive Handling

1.0 Policy Statement

- 1.1 This policy is based on Welsh Office Circular 37/38 and the corresponding Cardiff Inter-Agency document, "The Use of Reasonable Force to Control Pupils - Policy and Guidance Framework".
- 1.2 At Coed Glas Primary School we work to ensure each individual pupil is able to reach his or her potential. Every child is entitled to learn and every teacher is free to teach in an environment that is safe, secure and free from distraction. The guiding principles to achieve this should be established in the school policy on positive behaviour management.
- 1.3 Staff of Coed Glas Primary School are committed to providing the highest standards in protecting and safeguarding the welfare of children and young people entrusted to its care. We recognise there is a need in line with the 1996 Education Act Section 550A, to intervene when there is an obvious risk of safety to pupils, staff and property.
- 1.4 For the most part this is achieved through the fostering of good relationships, and the normal application of positive behaviour management to support and intervene. However, in exceptional or extreme circumstances this may involve the use of reasonable force.
- 1.5 It should be emphasised that if used at all, restraint (referred to in this document as **positive handling**) should be seen in the context of a further positive action of care and concern. In line with School Service advice and guidance, it is used as a 'last resort' option and in the most extreme cases, other strategies will always have been attempted first.
- 1.6 As best practice regarding positive handling this policy should be considered alongside other relevant school policies, specifically those involving behaviour, health and safety and safeguarding.

2.0 What is The Legal Use of Reasonable Force To Control Pupils?

- 2.1 Teachers and other persons authorised by the Headteacher to have charge of pupils, may use reasonable force to prevent pupils:
 - causing injury to themselves or others
 - committing a criminal offence (including behaving in a way that would be an offence if the pupil were not under the age of criminal responsibility)

- causing serious damage to property
- causing disruption by engaging in behaviour which is seriously prejudicial to good order and discipline.

2.2 Reasonable force has no legal definition but:

- Staff must take into account the circumstances of the incident, age, sex and development of the pupil
- The degree of force must be proportional to the seriousness of the situation, behaviour or consequences it is intended to prevent, and always be the minimum force needed
- Force could not be justified for a trivial misdemeanour or a situation that could be resolved without it
- Everyone has the right to self-defence provided they do not use a disproportionate degree of force
- Corporal punishment is illegal

3.0 Objectives Of This Policy

3.1 To provide all staff, governors, parents and pupils with an understanding of care and control and the use of force.

3.2 To emphasise that the use of positive handling is:

- part of a positive care and control approach to discipline and welfare
- last resort, or a necessary expedient option to be used in extreme circumstances.

3.3 To ensure that all members of staff or authorised persons who may have to positively handle pupils clearly understand the options and strategies open to them.

4.0 Who Can Use Reasonable Force?

4.1 We recognise that most of the time positive handling will be used infrequently, that is, as a last resort to maintaining a safe environment.

4.2 All teaching staff are by the nature of their roles authorised to use positive handling as appropriate.

4.3 Non-teaching staff require specific authorisation. This authorisation can only be given by the Headteacher or someone deputising in his/her absence.

5.0 Circumstances When Reasonable Force Might Be Appropriate?

5.1 We recognise that some children may not be able to control their reaction to events as well as others and at times may place themselves or others at risk through their uncontrolled behaviour. As indicated in 2.1, reasonable force might be appropriate when:

- Action is necessary in self-defence or because of imminent risk of injury.
Examples:
 - Pupil attacks a member of staff, another pupil, attempts self-injury, pupils are fighting
 - Pupil running in stairway or corridor in a way that is likely to cause injury to self or others
 - Pupil absconds from a class or tries to leave school and who would be judged to be at risk if not kept in the classroom or at school.
- There is a serious and developing risk of damage to property, including the pupil's own property.
Examples:
 - Pupil is causing or about to cause deliberate damage or vandalism
 - Pupil is causing or at risk of causing injury or damage by accident, rough play, misuse of dangerous materials or objects
- Where pupil's behaviour is seriously prejudicial to good order and discipline
Examples:
 - Pupil persistently refuses to obey an order to leave the classroom
 - Pupil is behaving in a way that is seriously disrupting a lesson

5.2 NB Wherever possible early support from colleagues will be sought. Single handed intervention increases the risk of injury to both parties and does not provide the person intervening with the support of a colleague acting as a critical friend.

5.3 Strategies other than force will be considered

Examples

- Providing the disruptive pupil with a choice of locations to exit to
- Giving clear directions
- Allowing 'take-up' time thus allowing a 'face-saving' opportunity
- Removing the audience, i.e. requesting that other pupils leave the room
- Implementing Team Teach help protocols so that another member of staff takes over the strategic lead of the incident, if he/she feels it is appropriate to do so.

6.0 Procedures and practical considerations during specific incidents

6.1 Wherever practicable staff are expected to:

- Use a calm and measured approach
- Tell the pupil to stop, remind them of consequences, tell them what will happen if she/he does not stop
- Seek assistance from other colleagues at as early a stage as possible
- Staff who become aware that another member of staff is intervening physically with a pupil have a responsibility to provide a presence, and to offer support and assistance should this be required
- Try to defuse the situation orally and prevent escalation
- Try to remove the pupil from the peer audience
- Attempt to communicate with the pupil throughout the incident
- In as calm a manner as possible, explain that the reason for intervention is to keep the pupil and others safe
- Make it clear that positive handling will stop as soon as the pupil calms and the risk assessment indicates it is no longer necessary
- If it is not possible to control the extreme pupil without risk of injury to yourself or others, remove the other pupils who may be at risk and summon assistance.

6.2 it is good practice to:

- Give the impression you are in control
- Give the impression you have not lost your temper or are not acting out of anger or frustration
- Give the impression you are not trying to punish the pupil
- Call for assistance
- Intervene with the support of a colleague acting as a critical friend

7.0 Application Of Force During Specific Incidents

7.1 Methods that staff **may use** in appropriate circumstances where a risk assessment judgement supports this:

- Physically interposing themselves between pupils
- Blocking a pupil's path
- Using classroom furniture to restrict movement
- Leading by the arm
- Shepherding a pupil away by a light touch on the elbow or near the shoulder
- "Assertive guiding" - remembering this is the positive application of force to control a pupil and would be used in rare circumstances, e.g. if the pupil is in extreme danger and no other alternative is available, or where reasonable force is used to assist a pupil's movement.

- Holding - for security and to reduce anxiety where there is potential risk, even if the pupil is not yet out of control. The purpose is to defuse or prevent escalation.
- When intervening staff should take care that their actions should in no way be capable of being interpreted as aggressive. All holds are devised to minimise the risk of injury. They should not cause pain.
- Where pupils are presenting with more challenging behaviour which may require more restrictive holds, it is important that these techniques have been delivered by advanced Team Teach instructors.

7.2 Staff **may not** carry out action that might reasonably be expected to injure by:

- Holding a pupil around the neck, or by the collar, or in any other way that might restrict the ability to breathe
- Slapping, punching or kicking a pupil
- Twisting or forcing limbs against a joint
- Tripping a pupil
- Holding or pulling the pupil by the hair

7.3 Other considerations for **non-urgent situations** where the risk to people or property is not imminent:

- Consider carefully whether positive handling is the right course of action
- Try to deal with the situation through other strategies before using force
- Try to defuse and calm the situation to establish good order, the use of positive handling could lead to an escalation of the problem
- Take into account the age, understanding, personal characteristics of the pupil
- The use of positive handling to enforce compliance is likely to be increasingly inappropriate with older pupils
- Never use force as a substitute for good behaviour management
- In non-urgent situations force should only be used when all other methods have failed

8.0 Reporting And Recording Incidents

8.1 Should an injury occur as a result of an incident at school, immediate steps will be taken to secure appropriate medical attention. This will be reported and recorded in accordance with School Service policy.

8.2 All incidents that result in restraint (where a child has to be held) will be recorded in detail

8.3 Restraint is **"the positive application of force with the intention of overpowering the client"** (DOH 4/93 Section 5.2).

- 8.4 The member of staff concerned will report the matter orally to the Headteacher or a senior member of staff as soon as possible. The incident will be recorded in the child's individual file by a member of staff at the earliest opportunity.
- 8.5 Staff may wish to seek advice from a senior colleague or their professional association when compiling a report. A written report should be completed within 24 hours of the incident's occurrence, and should be signed and dated. Staff are advised to keep a copy of the report for themselves.
- 8.6 The Headteacher or his/her deputy will tell parents about the incident by the end of the school day. However, if parents cannot be reached a letter will be sent to inform them of the incident and offer them the opportunity to discuss the matter.
- 8.7 Other witnesses to the incident, staff, pupils, will also complete reports. These will be signed and dated.
- 8.9 When positive handling has been used and pupils have been held using techniques, such as prone hold, the wrap, single, double elbows Appendix 6 will also be completed and signed by the member(s) of staff involved. Reports will also be completed and attached from other members of staff present and the pupil(s) involved. The Incident Report will be signed by the Headteacher/Deputy Headteacher.
- 8.11 A copy of the Incident Report will be placed in the pupil's file.

9.0 Debriefing Following Serious Incident

- 9.1 Pupils and members of staff will be checked for any sign of injury and first aid will be administered if required
- 9.2 The pupil will be given time to become calm while staff continue to supervise him/her. When the pupil regains complete composure, a senior member of staff will discuss the incident with the pupil and try to ascertain the reason for it. The pupil will be given the opportunity to explain things from his/her point of view. All necessary steps will be taken to re-establish the relationship between the pupil and the member(s) of staff involved in the incident. In cases where it is not possible to speak to the pupil on the same day the debrief will occur as soon as possible after the pupil returns to school.

- 9.3 All members of staff involved will be allowed a period to debrief and recover from the incident. This may involve access to external support. A senior member of staff will provide support to the member of staff involved.

10.0 Other Procedures Concerning Incidents

- 10.1 If necessary and appropriate the Chair of Governors, School Service, Children's Services or police will be informed/consulted.
- 10.2 Help, support and reassurance will be given where appropriate to any victims involved.
- 10.3 Where possible an attempt will be made to help the pupil modify their behaviour.
- 10.4 Where possible, the pupil will apologise, this should be meaningful or appropriate. If this cannot be undertaken then other consequences/sanctions reparations and monitoring should take place.
- 10.5 In serious cases exclusion will be considered.

11.0 Planning for Incidents and Meeting Training Needs

- 11.1 If we are aware that a pupil is likely to require positive handling on more than one occasion in a term we will plan how to respond in line with Cardiff's Inter-Agency Policy on the Use of Reasonable Force to control pupils Section 6.4. This will include involving the parents to ensure they are clear about what specific action we might need to take and obtaining medical advice if the child has any specific health needs. A positive handling agreement will be drawn up, in consultation with all concerned and included as part of the pupil's Individual Educational Plan (IEP) or Pastoral Support Plan (PSP). It will be regularly reviewed on a termly basis.
- 11.2 Staff involved will, through risk assessment, have identified their training needs in this area. In cases where it is known that a pupil will require positive handling appropriate training will be provided (accessed through the Behaviour Support Service (PSS) for relevant staff.

12.0 Arrangements For Informing Parents

- 12.1 At the outset of the introduction of this policy, all parents/carers will be sent a letter outlining its introduction with information about how they can obtain their own copy.
- 12.2 Thereafter, a section about the school's legal duty to maintain a safe environment and the possible use of positive handling (as a very last resort) with pupil will be included in the school brochure/prospectus/report.

- 12.3 As indicated in 10.1, for some children there may be the need to use specific techniques to routinely manage their challenging behaviour. This will be recorded in their IEP/Behavioural Plan, Positive Handling Agreement or PSP. Such arrangements will be fully discussed with parents/carers, on an individual basis, in advance of their implementation. All intervention will be routinely recorded and monitored.
- 12.4 All parents will be informed after an incident where positive handling is used with a pupil.

13.0 Physical Contact With Pupils In Other Circumstances

- 13.1 Staff must be sensitive to matters relating to culture and gender issues and any known individual characteristics or special circumstances relating to pupils.
- 13.2 Some physical contact may be necessary e.g. during P.E. lessons, sports coaching or DT, or if a member of staff has to administer first aid or medication.
- 13.3 Young children and children with SEN may need staff to provide physical prompts or help.
- 13.4 Physical contact must always be age appropriate and done openly.

14.0 Complaints

- 14.1 This policy is in accordance with the Schools Service Inter-Agency Policy of The Use of Reasonable Force to Control Pupils. As such, those acting in accordance with it, providing they act in good faith, working within the authority guidelines, will be positively supported in their actions.
- 14.2 Involving parents when an incident occurs, and having our clear policy about physical contact with pupils that staff adhere to will help avoid complaints from parents. Providing staff with approved training will also help.
- 14.3 All complaints will be recorded and followed up by the Headteacher or their representative in the first instance. Where appropriate the Schools Service will be notified/kept informed.
- 14.4 A complaint or dispute about the use of force by a member of staff might lead to an investigation under disciplinary procedures or by the Police and Social Services under Safeguarding procedures.

15.0 Review

- 15.1 This policy will be regularly monitored by the Headteacher and reviewed and updated annually