



ST JAMES HATCHAM
CHURCH OF ENGLAND PRIMARY SCHOOL

Physical Intervention in the Management of Pupils Policy

Mission Statement

Lewisham LA does not advocate the use of physical restraint to control pupils.

In line with St James Hatcham CE School's Mission Statement, we are committed to ensuring that all our pupils and staff are able to live and work in a supportive and caring environment, demonstrating a mutual respect, so that teaching and learning can take place in order to maximise pupils' potential and achievement.

In the rare circumstances that it becomes appropriate to use physical intervention, it will be used as an act of care and not punishment and staff will follow the guidelines outlined below. Staff are required while taking any of the action detailed in this policy to ensure that the pupil understands that this is a last resort and the security of the pupil her/himself is continually maintained.

Circumstances when physical intervention might be appropriate

- where action is necessary in self-defence or because there is an imminent risk of injury to persons or of significant damage to property e.g. kicking a chair, breaking equipment, damaging displays.
- where a pupil attacks another pupil or a member of staff
- where a pupil absconds from class or tries to leave the school, in circumstances where that pupil could be at risk if not kept in the classroom or school.

It may be necessary to forcibly move a child in the following situations, but only when all other practicable strategies outlined in our behaviour policy have been tried:

- when a pupil persistently refuses to obey instructions to leave a classroom
- when a pupil is behaving in a way that is seriously disrupting a lesson.

A member of our staff will sometimes need to rely on their professional judgement about whether or not to physically intervene by placing her/himself in a hazardous situation or standing back and thereby allowing a pupil or colleague to face a potential hazard. Staff must balance the level and duration of their intervention against the seriousness and likely consequences of the incident.

What staff will do before and during any physical intervention

Before physically intervening, staff will

- remain calm and attempt to engender calm
- tell the pupil to stop and explain to them what will happen if they do not
- At lunchtimes the mid-day meal supervisors will blow a whistle first. The children are aware that this means 'stop'.
- use a range of non-physical interventions aimed at calming or defusing situations in order to prevent further escalation. These might include:
 - continuing to speak and listen to the pupil(s)
 - employing an appropriate level of eye contact during any dialogue
 - diverting, distracting, cajoling or humouring, where appropriate
 - reasoning with and offering appropriate choices to the pupil(s).

Sometimes a member of staff should not intervene in an incident without help. For example, when dealing with physically large pupils or with groups of pupils, or if the member of staff believes he or she may be at risk of injury, he/she should remove other pupils who may be at risk and summon assistance from a colleague or colleagues, or where necessary telephone the Police. The member of staff should inform the pupil(s) that he or she has sent for help. Until assistance arrives the teacher should continue to attempt to defuse the situation orally and try to prevent the incident from escalating.

Whilst physically intervening, staff will

- use the minimum amount of force required to achieve the desired outcome
- tell the pupil that physical restraint will stop as soon as it ceases to be necessary
- continue to use a range of non-physical interventions aimed at calming or defusing situations in order to prevent further escalation, as above.

Ways in which staff may use reasonable force

Whilst there is no legal definition of reasonable force, DfES Circular 10/98 advises that *the degree of force employed must be in proportion to the circumstances of the incident and the seriousness of the behaviour or the consequences it is intended to prevent.*

A potentially dangerous situation may involve staff in:

- physically interposing between pupils
- blocking a pupil's path
- holding
- pushing
- pulling

- leading a pupil by the hand or arm
- shepherding a pupil away by placing a hand in the centre of the back
- (in more extreme circumstances) using more restrictive holds.

Staff are not permitted to act in a way that might cause injury, for example by

- holding a pupil round the neck, or by the collar, or in any other way that might restrict the pupil's ability to breathe
- slapping, punching or kicking a pupil
- twisting or forcing limbs against a joint
- tripping up a pupil
- holding or pulling a pupil by the hair or ear
- holding a pupil face down on the ground.

The use of any degree of force is unlawful if the particular circumstances do not warrant the use of physical force.

Physical force cannot be justified in a situation that could clearly be resolved without force, for example to prevent a pupil from committing a trivial misdemeanour.

Staff who are permitted to use reasonable force to control or restrain pupils

Section 550A of the Education Act 1996 permits adults who have lawful charge or control of pupils to use reasonable force to control or restrain them. These include:

- Teachers
- Learning Mentors
- Nursery Nurses
- Teaching Assistants
- Midday Supervisors
- Senior Admin Officer
- Premises Officer
- Students in their final year
- Leaders of out of school hours clubs
- FLC Manager
- other adults who may be working with pupils either on school premises or accompanying them on out of school activities e.g. during field trips or on school journeys. (Parents will be given Guidelines in Appendix B)

Training

Our school will ensure that a copy of this policy will be given to all permanent and long-term supply staff and fully explained to them. A shortened form of this policy (see Appendix B) will be given to all short-term supply and casual staff, as well as to any other person authorised by the Head Teacher to have care of pupils e.g. parents accompanying a school trip.

Our school aims to identify, address and review the training needs of school staff, with a view to developing a shared awareness of:

- how and when to intervene
- how to prevent, defuse and/or resolve disputes, including the appropriate use of anger management, de-escalation and conflict resolution skills and techniques.

Appropriate training will be made available to all school-based staff, in line with the LEA's policy and guidelines.

Planning for the needs of individual pupils

Our school aims to identify, in consultation with parents/carers, any pupils whose behaviour is considered potentially to require a physical or restraining intervention or response, and to consider the needs of those pupils in relation to:

- any individual medical, social, behavioural, learning or cultural factors
- any Individual Education Plans, Pastoral Support Programmes or Personal Education Plans which support the pupil.

If a member of staff considers that a particular pupil may at sometime need such intervention, the circumstances and needs will be presented for discussion to an appropriate meeting of relevant staff.

Guidance on dealing with specific pupils are kept on the school office.

Other physical contact with pupils

Our school believes that some use of appropriate, positive physical contact with pupils can contribute to its development as a safe and friendly school. Some physical contact may be necessary or unavoidable when staff are working with:

- younger children who may need encouraging or guiding
- pupils with special educational needs who may need physical prompts or help
- pupils requiring first aid
- pupils receiving coaching in sport or as part of another curriculum activity
- pupils in distress.

Our staff will make professional and sensitive judgements about the nature and extent of their physical contact with pupils. We will have particular regard for

cultural sensitivities and gender differences, and of those who may be particularly vulnerable following previous trauma or abuse.

Record-keeping

Our school keeps a record of all incidents where physical restraint has been necessary in the relevant class behaviour book. Further accounts can also be found in the behaviour file containing incidents forms and fight forms. More serious physical intervention incidents are kept in the 'physical intervention file'. Files are kept in the Headteacher's office. The Head teacher or nominated senior member of staff or senior teaching assistant will be informed at the earliest possible time after an incident; the written record will be completed within one working day and discussed with the nominated person who will also decide how and when to report the incident to the pupil's parent/carer. A copy of the school's Incident Recording Form is attached as an appendix to this policy. If the incident included a physical or verbal assault on a teacher/adult or another pupil the LEA's accident/incident form CS2 should also be completed. The teacher/adult involved may seek guidance from a senior colleague and/or their Trade Union representative before filling in their report.

We will discuss the incident with any pupils or staff who were present and, where appropriate, collect a written account from them. In line with our commitment to working with parents, we aim to maintain an open dialogue for the duration of any relevant process which may follow an incident. The written accounts relating to an incident will be put together in a folder and numbered to match the record page on which the school's form is completed.

We will review regularly the number and type of incidents in which force has been deemed necessary. This will be used to ensure that there is adherence to this policy and to identify improvement needed in other policies and procedures of the school.

Sharing of information

All members of the school community should know of the existence of this policy. In principle, as few people as possible should know of any specific incident and staff should maintain confidentiality to the greatest possible extent. In part this is to enable governors and staff involved in any consequence or complaint to do so without having acquired hearsay knowledge.

Complaints

Complaints following a dispute about the use of force by an adult should, in the first instance, be referred to the Head Teacher or the school's nominated

person (see below). This will generally result in an investigation, which will take account of the written or verbal reports which have been collected. Where disputes cannot be resolved informally within school, complaints should be pursued in accordance with the school's complaints procedures in line with those published by the National Society.

Implementation, monitoring and review

Ms McFarlane and the SMT are responsible for:

1. ensuring that all staff are familiar with Lewisham LEA's guidelines and the school policy
2. ensuring that all relevant staff have received training in non-physical interventions in order reduce the need for physical restraint
3. ensuring that named personnel have received training in physical restraint techniques
4. monitoring and reviewing the implementation of the school's policy.

This policy was reviewed and agreed on 12th November 2013.

Next review date November 2015.

Appendix B

Physical intervention and restraint of pupils

Guidelines for short-term supply and casual staff and other adults authorised by the Headteacher to work with children in St James Hatcham CE School

- Physical intervention must never be used as a punishment.
- It should only be used if there is an immediate danger to pupils, staff or school property.
- It must only be used if all other strategies have failed.
- Force used must be of minimum strength and duration
- Send for help as soon as you can, probably using another pupil to do so.
- Be careful how you handle a pupil. *Never* hold them by the neck, collar, ear or hair. Do not slap, punch, kick or trip them. Do not twist limbs, force limbs against the joint or hold a pupil face down on the ground. Avoid contact with breasts, bottoms and genital areas.
- Talk to the pupil; explain that restraint will cease as soon as they calm down.
- Keep yourself and other pupils safe – it might be better to remove other pupils than to try to restrain the aggressor.
- Do not put yourself at risk by confronting pupils who are bigger/stronger than you, who are armed or who otherwise pose a threat to your safety.

All incidents of physical intervention must be reported to the Headteacher, Deputy or a member of the Leadership Team within one day, and should be written up immediately if possible.

Seek advice following an incident from a senior colleague and/or your Trade Union representative.

If a physical or verbal assault has occurred the LEA form CS2 should also be completed. This is available from the school office.

Appendix C

Organisations which act as trainers to education establishments in the use and avoidance of physical intervention.

A list of organisations accredited (Sept.03) by the BILD Physical Interventions Accreditation Scheme follows. Lewisham officers have recent experience of the good quality of the organisations in bold type. Check for updates to this list at http://www.bild.org.uk/physical_interventions/accredited_organisations.htm

Bro Morgannwg NHS Trust

CALM Training Services Limited

Crisis Prevention Institute

Positive Response Training Ltd.

Sarum International Limited

SCIP: PROACT-SCIPr-UK (The Loddon School)

Studio III

Team-Teach

Timian Training

Schools wishing to have training in avoiding physical intervention, especially concerning children with learning difficulties, may wish to contact Dave Hewett (davehewett@hotmail.com) who specialises in this area.

Appendix D: Physical Intervention Incident Recording Form

This form should be completed following an incident involving Physical Restraint and kept by the school for future reference (it may be fixed so as to avoid removal to the numbered page in the book used for recording such incidents).

Name(s) of Pupil(s)	Date:	Time:
Ethnicity:	Gender: M / F	
Nature of the incident: <ul style="list-style-type: none"> • Verbal abuse • Threatening behaviour • Refusal • Kicking • Punching • Fighting • Other (please specify) 	Involving: <ul style="list-style-type: none"> • Staff • Pupil(s) • Property • Equipment • Other (please specify) 	
Why was Physical Intervention required? (Continue on a separate sheet if necessary) <ul style="list-style-type: none"> • The circumstances that led to the incident • When and where the incident took place • The name(s) of any staff or pupils who witnessed the incident • The circumstances and reason for using physical intervention • The danger perceived • How the incident began and progressed, including details of: <ul style="list-style-type: none"> ➢ the pupil's behaviour, response ➢ what was said by each of the parties involved ➢ the steps taken to defuse or calm the situation ➢ the degree of force used, and the restraint used ➢ how it was applied and for how long; details of any injury 		
FURTHER ACTION TAKEN BY THE HEADTEACHER (circle as appropriate)		
Y / N CS2 Accident Form completed Y / N Child Protection investigation Y / N Racial Incident Record	Y / N Parent /Carer contacted Y / N Police/others informed	
Signature of Member of Staff reporting	Signature of Head Teacher:	
Date:	Date:	

