

## **A MODEL POLICY FOR SCHOOLS ON THE USE OF PHYSICAL INTERVENTION AND PHYSICAL CONTACT WITH STUDENTS**

### **Mission Statement**

In line with Cator Park School's Admission Statement, we are committed to ensuring that all our students 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 students' 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 student understands that this is a last resort and the security of the student herself is continually maintained.

**WHENEVER A SERIOUS INCIDENT OCCURS THE HEADTEACHER (OR DEPUTY HEADTEACHER) SHOULD BE INFORMED IMMEDIATELY.**

### **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.
- Where a student attacks another student or a member of staff.
- Where a student absconds from class or tries to leave the school, in circumstances where that student could be at risk if not kept in a 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 student persistently refuses to obey instructions to leave a classroom;
- when a student 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 student 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 student to stop and explain to them what will happen if they do not;
- 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 student(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 student(s).

Sometimes a teacher should not intervene in an incident without help. For example, when dealing with physically large students or with groups of students, or if the teacher believes s/he may be at risk or injury, the teacher should remove other students who may be at risk and summon assistance from a colleague or colleagues, or where necessary, telephone the Police. The teacher should inform the students that s/he 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 student 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 students;
- blocking a student's path;
- holding;
- pushing;
- pulling;
- leading a student by the hand or arm;
- shepherding a student away by placing a hand in the centre of the back;
- using more restrictive holds (in more extreme circumstances only).

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

- holding a student round the neck, or by the collar, or in any other way that might restrict the student's ability to breathe;
- slapping, punching or kicking a student;
- twisting or forcing limbs against a joint;
- tripping up a student;
- holding or pulling a student by the hair or ear;
- holding a student 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 student from committing a trivial misdemeanour.

### **Staff who are Permitted to use Reasonable Force to Control or Restrain Students**

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

- teachers;
- learning mentors;
- behaviour mentors;
- teaching assistants;
- midday supervisors;
- other adults who may be working with students either on school premises or accompanying them on out of school activities, eg during field trips or on school journeys.

*(The Head Teacher should identify clearly the staff authorised to use physical intervention, bearing in mind that any member of staff is entitled to intervene in an emergency.)*

### **Training**

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

Our schools 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 local authority's policy and guidelines.

### **Planning for the Needs of Individual Students**

Our school aims to identify, in consultation with parents/carers, any student(s) whose behaviour is considered potentially to require a physical or restraining intervention or response, and to consider the needs of those students 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 student.

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

## **Other Physical Contact with Students**

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

- students requiring First Aid;
- students receiving coaching in sport or as part of another curriculum activity;
- students in distress.

Our staff will make professional and sensitive judgements about the nature and extent of their physical contact with students. We will have particular regard for cultural sensitivities and gender differences, for the needs of adolescent students 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 intervention has been necessary in a book with numbered pages. The Head Teacher or nominated senior member of staff will be informed at the earliest possible time after an incident. This person will also decide how and when to report the incident to the student's parent/carer; this should not be left beyond the end of the day of the incident. The written record will be completed within one working day and discussed with the nominated person. 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 student, the LA's accident/incident form should 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 students 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.

**Implementation, Monitoring and Review**

Mrs Valerie Hay is responsible for:

1. Ensuring that all staff are familiar with Bromley Local Authority's guidelines and the school policy.
2. Ensuring that all relevant staff have received training in non-physical interventions in order to reduce the need for physical restraint.
3. Ensuring that named personnel have received training in physical intervention techniques.
4. Monitoring and reviewing the implementation of the school's policy.

This policy was agreed in \_\_\_\_\_

The policy will be reviewed  
in \_\_\_\_\_

## PHYSICAL INTERVENTION AND RESTRAINT OF STUDENTS

Guidelines for short-term supply and casual staff and other adults authorised by the Head Teacher to work with children in the following school:

---

### CATOR PARK SCHOOL

---

- Physical intervention must never be used as a punishment.
- It should only be used if there is an immediate danger to students, 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 student to do so.
- Be careful how you handle a student. **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 student face down on the ground. Avoid contact with breasts, bottoms and genital areas.
- Talk to the pupil(s); explain that restraint will cease as soon as they calm down.
- Keep yourself and other students safe - it might be better to remove other students than to try to restrain the aggressor.
- Do not put yourself at risk by confronting students 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 Head Teacher or designated teacher before the end of the day, and should be written up immediately if possible. The designated person is:

---

*(Name of Head Teacher/designated person)*

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

If a physical or verbal assault has occurred, the **Local Authority's Incident Form** should also be completed. This is available from the School Office.

*Copies of the full school policy, together with copies of the LA's policy and DfEE Circular 10/98 are available from the Head Teacher.*

**ORGANISATIONS THAT ACT AS TRAINERS TO EDUCATION ESTABLISHMENTS  
IN THE USE AND AVOIDANCE OF PHYSICAL INTERVENTION**

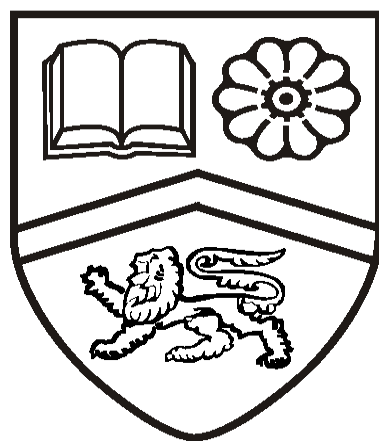
A list of organisations accredited (September 2003) by the BILD Physical Interventions Accreditation Scheme follows. Bromley officers have recent experience of the good quality of the organisations seen below in bold type. Check for updates to this list at:

[http://www.bild.org.uk/physical\\_interventions/accredited\\_organisations.htm](http://www.bild.org.uk/physical_interventions/accredited_organisations.htm).

- Bro Morgannwg NHS Trust
- CALM Training Services Limited
- Crisis Prevention Institute
- Positive Response Training Limited
- 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 *the Behaviour Service* for further detail.

# CATOR PARK SCHOOL



## PHYSICAL INTERVENTION & PHYSICAL CONTACT WITH STUDENTS



# 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).

School Name

Name of Student(s)

Date  Time

Ethnicity  Gender Male  Female

**Nature of the Incident\***

Verbal abuse	<input type="checkbox"/>
Threatening behaviour	<input type="checkbox"/>
Refusal	<input type="checkbox"/>
Kicking	<input type="checkbox"/>
Punching	<input type="checkbox"/>
Fighting	<input type="checkbox"/>
Other (please specify)	<input type="text"/>

**Involving\***

Staff	<input type="checkbox"/>
Student(s)	<input type="checkbox"/>
Property	<input type="checkbox"/>
Equipment	<input type="checkbox"/>
Other (please specify)	<input type="text"/>

**Why was Physical Intervention required?**

- The circumstances that led to the incident.
- When and where the incident took place.
- The name(s) of any staff or students who witnessed the incident.
- The circumstances and reason for using Physical intervention.
- The danger perceived.
- How the incident began and progressed, including details of:
  - the student'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;
  - any injury.

Please state:

*(Continue on a separate sheet if necessary)*

**FURTHER ACTION TAKEN BY THE HEAD TEACHER\***

	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
CS2 Accident Form completed	<input type="checkbox"/>	<input type="checkbox"/>	Parent/Carer contacted	<input type="checkbox"/>	<input type="checkbox"/>
Child Protection investigation	<input type="checkbox"/>	<input type="checkbox"/>	Police/others informed	<input type="checkbox"/>	<input type="checkbox"/>
Racial Incident Record	<input type="checkbox"/>	<input type="checkbox"/>			

Signature of Staff Member reporting  Date

Signature of Head Teacher  Date

(\* Please ✓ all appropriate boxes)