

Christ the Sower Ecumenical Primary School encourages pupils to make wise and positive choices in their conduct, respecting and honouring their classes and friends, and contributing by their excellent conduct to the type of school community we work hard to be. However, pupils sometimes do choose to hurt or endanger themselves or others. On rare occasions, this may result in a situation that requires some form of physical intervention by staff. Our Restraint Policy is based upon the following principles:

- Physical intervention is used only as a last resort when other appropriate strategies have failed.
- Any physical contact is only the minimum required.
- Physical intervention is used in ways that maintain the safety and dignity of all concerned.
- Incidents are recorded and reported to the Headteacher.
- Parents are informed of each incident.
- All physical interventions are recorded in the numbered and bound book in the headteacher's office.

The Legal Framework

Section 93 of the Education & Inspections Act 2006 allows 'teachers and other persons who are authorised by the Headteacher who have control or charge of pupils to use such force as is reasonable in all the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- causing injury to his/herself or others
- committing an offence
- damaging property
- prejudicing the maintenance of good order & discipline

This policy has been written from guidance in *Use of reasonable force: advice for Headteachers, staff and governing bodies* (DfE July 2013).

Definition of Reasonable Force and Restraint

The DfE guidance (2013) on the 'Use of Reasonable Force' defines and explains these terms in the following way:

- The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.
- Force is usually used either to control or restrain. This can range from guiding a pupil to safety by

the arm through to more extreme circumstances such as breaking up a fight or where a pupil needs to be restrained to prevent violence or injury.

- 'Reasonable in the circumstances' means using no more force than is needed.
- Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.
- Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example, when two pupils are fighting and refuse to separate without physical intervention.
- School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

All members of staff who can use reasonable force have a legal power to use it. This power applies to any member of staff at the school. It can also apply to people whom the Headteacher has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying pupils on a school-organised visit. The DfE Guidance 2013 on 'Use of reasonable force' states that schools can use reasonable force to:

- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a pupil behaving in a way that disrupts a school event, trip or a visit;
- prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and
- restrain a pupil at risk of harming themselves through physical outbursts.

Schools cannot use force as a punishment; it is always unlawful to use force as a punishment. In addition to the general power to use reasonable force described above, headteachers and authorised staff can use such force, as is reasonable given the circumstances, to conduct a search for the following 'prohibited items': *knives and weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images and any*

article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

Force cannot be used to search for items banned under the school rules.

Our Approach

We aim to avoid the need for physical intervention and regard this as a last resort in a small minority of situations. We always aim to deal with misconduct using a restorative approach and therefore this policy should be read in conjunction with our Restorative Relationships Policy (2015). It is not possible to define every circumstance in which physical restraint would be necessary or appropriate. Staff exercise their own professional judgement in situations which arise within the above categories. Staff act within our school's policy on behaviour and discipline, particularly in dealing with disruptive behaviour. Once again it is stressed that physical intervention is only used when all other strategies have failed to have the desired effect on a pupil's conduct.

NB It is not illegal to touch a pupil. There are occasions when physical contact, other than reasonable force, with a pupil is proper and necessary. Examples of where touching a pupil might be proper or necessary:

- Holding the hand of the child at the front/back of the line when going to assembly or when walking together around the school
- When comforting a distressed pupil
- When a pupil is being congratulated or praised
- To demonstrate how to use a musical instrument
- To demonstrate exercises or techniques during PE lessons or sports coaching, or to support physically during gymnastics training
- To give first aid.

Staff are aware that when they are in charge of children during the school day, or during other supervised activities, they are acting in loco parentis and have a 'Duty of Care' to all children they are in charge of. They therefore take reasonable action to ensure the safety and well-being of all pupils. This being said, staff are not expected to place themselves in situations where they are likely to suffer injury as a result of their intervention.

Use of Physical Restraint or Intervention

Physical restraint is applied as an act of care and control with the intention of re-establishing verbal control as soon as possible and, at the same time, allowing the pupil to regain self-control. It never takes a form which could be seen as punishment. Staff are only authorised to use reasonable force in applying physical restraint i.e. only applying force necessary to stop or prevent danger

should be used, in accordance with the guidelines below. In all circumstances, alternative methods are used as appropriate with physical intervention or restraint a last resort. In the exceptional circumstances when physical restraint or intervention becomes necessary, staff:

DO

- Summon help / involve another member of staff if possible
- Continue to talk to the pupil in a calm way
- Use simple and clear language
- Tell the pupil what s/he must do for them to remove the restraint (this may need frequent repetition)
- Use the minimum force necessary
- Be aware of any feelings of anger
- Hold limbs above a major joint if possible e.g. above the elbow
- Relax the restraint in response to the pupil's compliance

DON'T

- Try to manage on your own
- Stop talking even if the pupil does not reply
- Act in temper
- Allow a prolonged verbal exchange with the pupil
- Involve other pupils in the restraint
- Use physical restraint or intervention as a punishment
- Touch or hold the pupil in a way that could be viewed as sexually inappropriate conduct
- Twist or force limbs back against a joint
- Bend fingers or pull hair
- Hold the pupil in a way which will restrict blood flow or breathing e.g. around the neck
- Slap, punch, kick or trip up the pupil

Actions after an Incident

Physical restraint often occurs in response to highly charged emotional situations and there is a clear need for debriefing after the incident, both for the staff involved and the pupil. The Headteacher is informed of any incident as soon as possible and takes responsibility for making arrangements for debriefing once the situation has stabilised. An appropriate member of the teaching staff debriefs the pupil concerned: the debrief includes consideration of the circumstances that precipitated the incident and exploring ways in which future incidents can be avoided. Any other individuals involved in the incident are offered support. If the behaviour is part of an ongoing pattern it will probably be necessary to address the situation through the development or review of an individual behaviour plan, which may include a risk assessment, an anger management programme and possible involvement of external agencies.

All incidents are recorded immediately in the Bound and Numbered Book (example at Appendix 1). All sections of the report are completed so that any patterns of behaviour can be identified and addressed. In the event of any future complaint or allegation this record provides essential and accurate information. A copy is filed in the child's appropriate file and a central copy is kept by the Headteacher.

A member of the teaching staff contacts parents as soon as possible after an incident, normally on the same day, to inform them of the actions that were taken and why, and to provide them with an opportunity to discuss it.

Risk Assessments

If we become aware that a pupil is likely to behave in a disruptive way that may require the use of reasonable force, we will plan how to respond if the situation arises. Such planning (recorded on an Individual Behaviour Plan) addresses:

- Strategies to be used prior to intervention
- Ways of avoiding 'triggers' if these are known
- Involvement of parents to ensure that they are clear about the specific action the school might need to take
- Briefing of staff to ensure they know exactly what action they should be taking (this may identify a need for training or guidance)
- Identification of additional support that can be summoned if appropriate
- The school's duty of care to all pupils and staff

Complaints and Allegations

This clear physical intervention and restraint policy, adhered to by all staff and shared with parents, should help to avoid complaints from parents. It is unlikely to

prevent all complaints, however, and a dispute about the use of force by a member of staff might lead to an investigation under our Complaints Procedure (2015). If following preliminary investigations it is deemed necessary, the Headteacher will contact the LADO in line with our Child Protection Policy and Procedures (2016-17). It is our intention to inform all staff, pupils, parents and governors about these procedures and the context in which they apply. We will review this policy annually.

This policy should be read in conjunction with the following policies:

- Restorative Relationships Policy (2015)
- Child Protection and Safeguarding Policy (2017)
- Guidance for Safer Working Practice for Adults who Work with Children and Young People in School Settings (June 2014)

Policy Dissemination, Monitoring and Evaluation

- A copy of the policy is available on request from the school office. It will be evaluated by the Environment and Resources Committee of the Governing Body every two years.
- Date of next review: September 2019.

Appendix 1: Copy of a page from the school Bound and Numbered book.

Appendix 2. List of headings in Numbered and Bound Book to be completed.

Appendix 3. Sample letter to parents.

Appendix 1. Bound and Numbered Book (excerpt)

SIGNIFICANT INCIDENT/RESTRAINT RECORD For Additional Details Refer To Supporting Documentation				57
FULL NAME OF YOUNG PERSON: _____ And other young people present: _____ (Not initials please)				AGE: _____
DATE: / /		LOCATION OF INCIDENT: _____		
DETAILS OF THE BEHAVIOUR REQUIRING USE OF PHYSICAL INTERVENTION INCLUDING ATTEMPTS AT DE-ESCALATION: <input type="checkbox"/> Humour <input type="checkbox"/> Verbal advice and support <input type="checkbox"/> Firm clear directions <input type="checkbox"/> Negotiation <input type="checkbox"/> Limited Choices <input type="checkbox"/> Distraction <input type="checkbox"/> Diversion <input type="checkbox"/> Reassurance <input type="checkbox"/> Planned Ignoring <input type="checkbox"/> Contingent Touch <input type="checkbox"/> Calm talking <input type="checkbox"/> Calm Stance <input type="checkbox"/> Patience <input type="checkbox"/> Withdrawal Offered <input type="checkbox"/> Withdrawal Directed <input type="checkbox"/> Swap Adult <input type="checkbox"/> Reminders about Consequences <input type="checkbox"/> Success Reminders				
FULL NAMES OF STAFF USING RESTRAINT: _____ and other staff members involved: _____ (Not initials please)				
NATURE OF PHYSICAL INTERVENTION TECHNIQUE USED: _____				
START TIME	DURATION OF RESTRAINT	ANY INJURIES:	YP RESTRAINT DEBRIEFING	MEDICAL CHECK:
_____ / _____ Hrs Minutes	_____ Minutes	Young Person <input type="checkbox"/> Other Person <input type="checkbox"/>	Offered <input type="checkbox"/> Accepted <input type="checkbox"/>	Offered <input type="checkbox"/> Accepted <input type="checkbox"/>
RISK ASSESSMENT	EXTERNAL AGENCIES INFORMED	SUPPORTING RECORDS	LOG NUMBERS OR DATE OF REPORT	DETAILS OF ANY MEDICAL TREATMENT
Risk to Self <input type="checkbox"/> Others <input type="checkbox"/> Property <input type="checkbox"/> Criminal Offence <input type="checkbox"/> Good Order <input type="checkbox"/> Safe Environment: Psychological <input type="checkbox"/> Physical <input type="checkbox"/>	Medical Staff <input type="checkbox"/> All Parents/LA/ <input type="checkbox"/> Social Worker <input type="checkbox"/> Local Area <input type="checkbox"/> Designated Officer (LADO) <input type="checkbox"/> Safer Schools <input type="checkbox"/> Partnership Support Officer <input type="checkbox"/>	Medical Report <input type="checkbox"/> Letter or notes of discussion <input type="checkbox"/> Health & Safety Report / RIDDOR <input type="checkbox"/> Notes of LADO discussion or referral <input type="checkbox"/>		
HOW EFFECTIVE WAS THE INTERVENTION? _____ _____				
HOW WAS THE INCIDENT RESOLVED AND WHAT WERE THE CONSEQUENCES? _____ _____				
HOW WAS THE INTERVENTION IN THE BEST INTEREST OF THE YOUNG PERSON? _____ _____				
VIEWS OF YOUNG PERSON: _____ _____				
SIGNED BY YOUNG PERSON _____				
ADULT RESPONSIBLE FOR THIS RECORD: _____				SIGNED BY ADULT _____
MONITORED BY: _____				
POSITION: _____ SIGNED: _____ DATE ____ / ____ / ____				

Appendix 2. Soft copy of Bound and Numbered Book recording form (to be completed)

[illegible]

Appendix 3: sample letter to parents

Dear

I would like to inform you that _____ was involved in an incident today and needed physical intervention to manage the situation. I would like to invite you into school to discuss the incident. This might include writing / revising an IBP (Individual Behaviour Plan) in case further intervention is needed in the future.

Yours sincerely,

(Headteacher/Deputy Headteacher/Learning Mentor)