

<p style="text-align: center;">Linacre Primary School POLICY CARE AND CONTROL (incorporating Physical Restraint)</p>

‘The use of Positive Handling to support the management of physically challenging behaviour.’

The policy has been developed in response to DfE guidance, ‘The Use of Reasonable Force “. July 2013 . It also takes cognisance of DfES, DOH Guidance for Restrictive Physical Interventions, ‘Guidance on the use of restrictive physical intervention for children who display Extreme Behaviour in association with Learning Disability and/or Autistic Spectrum Disorder’ (July 2002), as well as “Time Out and Seclusion” Sharon Paley BILD 2009.

Additionally the policy follows the policies and guidance of Sefton Local Authority Children’s Services in relation to Safeguarding.

The policy should be read in conjunction with other school policies relating to interaction between adults and pupils, including Behaviour Policy, Child Protection Policy.

Risk Assessment, Child Protection and Health and Safety, Behaviour, Exclusion, Safeguarding, Absconding, Anti Bullying.

The policy has been prepared for the support of all teaching and support staff who come into contact with pupils and for volunteers working within the school to explain the school's arrangements for care and control on request to parents and pupils. A statement about the School’s Behaviour policy is made to parents in the School prospectus. This statement includes information on the use of reasonable force to control or restrain pupils. By signing Home School Agreements parents are acknowledging the school’s power to use reasonable force in the circumstances described in this policy. Parental consent is not required to restrain a pupil.

Purpose of policy:

Good personal and professional relationships between staff and pupils are vital to ensure good order in our school. It is recognised that the majority of pupils in our school respond positively to the discipline and control practiced by staff. This ensures the well-being and safety of all pupils and staff in Linacre Primary School. It is also acknowledged that in exceptional circumstances, staff may need to take action in situations where the use of reasonable force may be required. Linacre Primary acknowledges that physical techniques are only part of a whole setting approach to behaviour leadership.

Every effort will be made to ensure that all staff in this school:

- (i) Clearly understand this policy and their responsibilities in the context of their duty of care in taking appropriate measures where reasonable force is necessary and
- (ii) Are provided with appropriate training to deal with these difficult situations.

Implications of the policy:

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- committing any offence (or, for a pupil under the age of criminal responsibility what would be an offence for an older pupil)¹;
- causing personal injury to, or damage to the property of, any person (including the pupil himself);
- prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise. (Section 93 of the *Education and Inspections Act 2006* makes it clear that force may be used to prevent behaviour that prejudices the maintenance of school discipline regardless of whether that behaviour would also constitute a criminal offence.

The application of any form of physical control places staff in a vulnerable situation. It can only be justified according to the circumstances described in this policy. Staff, therefore, have a responsibility to follow this policy and to seek alternative strategies wherever possible in order to prevent the need for physical intervention.

¹The age of criminal responsibility is currently 10 in England. For further information (and much else) provided by the National Youth Agency, see: <http://www.youthinformation.com>> Justice& Equality > Crime > Age of criminal responsibility.

Reasonable force will only be used as a last resort when all other behaviour leadership strategies have failed or when pupils, staff or property are at risk.

Definitions of Positive Handling:

No legal definition of reasonable force within a schools context exists, however for the purpose of this policy and the implementation of it at Linacre Primary:-

‘Reasonable Force uses the minimum degree of force necessary for the shortest period of time to prevent a pupil harming himself, herself, others or property’.

The scale and nature of any physical intervention at Linacre Primary ‘must be proportionate to both the behaviour of the individual to be controlled and the nature of the harm they might cause’. (DfES/DOH Guidance for Restrictive Physical Interventions, July 2002).

This policy does more than simply outline the use of physical intervention at Linacre Primary. It aims to provide a transparent overview of how we use physical contact to both care for and, where appropriate control our pupils. Working within philosophy of ‘Every Child Matters’ with a particular focus in relation to the strands of ‘staying safe’ and ‘enjoying and achieving’, our Care and Control policy describes the acceptable physical interaction between staff and pupils on a daily basis. Based on the principles of moving from least intrusive to more restrictive holding we have divided interaction into three definable areas.

Physical Contact:

Situations in which physical interaction occurs between staff and pupils to either care for pupils who may be distressed or have severe and profound learning disabilities, or in subject areas such as physical education in order to promote inclusive learning opportunities and deliver the National Curriculum. In addition staff will also use positive touch to comfort pupils and as part of the PSHCE curriculum in order to teach them more appropriate ways of seeking attention. Where possible, staff will always endeavor to use ‘safe hugs’ and the ‘friendly hold’ as defined in Team Teach training.

Physical Intervention: (Control)

This may be used to divert a pupil from a destructive or disruptive action, for example guiding or leading a pupil using ‘Caring C’s’ to the shoulder or elbow. The techniques implemented here will include ‘turn, gather, guide’ and the

'friendly or small child hold'. The important factor within these situations is the compliance of the child as a result of the intervention.

Restraint/Restrictive Physical Intervention:

This will involve the use of reasonable force when there is an immediate risk to pupils, staff or property. It is important to note that the use of 'reasonable force' should be seen as a last resort. All such incidents are recorded and reported to parents and will be stored in an accessible way.

As indicated the level of compliance from the pupil determines whether or not the interaction is an intervention or a control/restraint. If in doubt, then staff should always record the incident using the school's standard recording form.

Underpinning values:

Everyone attending or working in this school has a right to:

- recognition of their unique identity;
- be treated with respect and dignity;
- learn and work in a safe environment;
- be protected from harm, violence, assault and acts of verbal abuse.

Pupils attending this school and their parents have a right to:

- individual consideration of pupil needs by the staff who have responsibility for their care and protection;
- expect staff to undertake their duties and responsibilities in accordance with the school's policies;
- be informed about school rules, relevant policies and the expected conduct of all pupils and staff working in school;
- be informed about the school's complaints procedure.

The school will ensure that parents/carers and pupils understand the need for and respond to clearly defined limits, which govern behaviour in the school. In turn parents/carers will have committed themselves through the 'Home School Agreement' to promote the good behaviour of their child and that efforts have

been made by them to ensure that he/she understands and follows the school's Behaviour Policy.

Authorised staff:

At Linacre Primary the power to use reasonable force applies to any member of staff, and any other person to whom the head has authorised to have control or charge of pupils. This can also include people to whom the head has given temporary authorization to have control or charge of pupils such as unpaid volunteers.

The power may be used where the pupil (including a pupil from another school) is on the school premises or elsewhere in the lawful control or charge of the staff member (eg a trip or visit).

The school provides training for all staff and the Headteacher retains a list of all those staff trained .

In the case of supply staff school policy, procedures and protocols will be made clear and all Behaviour Support Plans and Positive Handling Plans will be shared.

Lunchtimes are staffed by the head teacher and the lunch time supervisors (all of whom have been provided with the opportunity to take part in behavior leadership training). Should restrictive strategies ever be required the head teacher, or the senior member of staff, will direct colleagues appropriately.

The Headteacher is responsible for making clear to whom such authorisation has been given, in what circumstances and settings they may use force and for what duration of time this authorisation will last. The Headteacher will ensure that those authorised are aware of, and understand, what the authorisation entails. Those whom the Headteacher has not authorised will be told what steps to take in the case of an incident where control or restraint is needed.

Support Services will have their own policies for Care and Control of pupils. When working within school it is the Headteachers responsibility to ensure that colleagues from Support Services are aware of school policy and practice. The head teacher in the school will be accountable for their actions while in the school.

Training:

Training for all staff will be made available and is the responsibility of the Headteacher and the governing body. Prior to any practical training theoretical aspects of effective behaviour leadership will have been delivered and

arrangements will be made clear as part of the induction of staff and training will be provided as part of on-going continued professional development for staff.

Linacre Primary is committed to implementing the Team Teach Approach, 'working together to safeguard people and services'. Further information in relation to Team Teach can be found at www.team-teach.co.uk

All training provided at Linacre Primary takes into account the need for awareness around elevated risks in association with restrictive physical interventions. This aspect is a core element of the curriculum provided by Team Teach.

Physical techniques are not used in isolation and Linacre Primary is committed to ensuring that as a result of incidents learning opportunities are created for children that allow them to 'own' and take responsibility for their behaviour. (See Appendix on RRR).

In addition, procedures will be put in place to ensure that appropriate support is provided for staff and that following an incident pupil/staff relationships are rebuilt and repaired to ensure that a positive learning environment is maintained.

All the techniques used take account of a young person's;

- age,
- gender,
- level of physical, emotional and intellectual development
- special needs
- social context

They also provide a gradual, graded system of response.

The following techniques are accredited by Team Teach and authorised for staff to use by the Headteacher. Whenever possible the following techniques will be used:

Use of Caring Cs to Prompt, guide and escort.

Use of Caring Cs for a Linacre (safe) Hug.

Friendly Hold.

Single Elbow. (One person.)

Double Elbow. (One person.)

Also as defined within individual positive handling plans for named children.

Where appropriate Positive Handling Plans are written for individual children and where possible, these will be designed through multi agency collaboration e.g. when devising Pastoral Support Plans. (See PHP/ BSP Appendix).

Risk Assessments are completed against each child when physical restraint may need to be used in the context of the identified target behaviour(s) and environments in which they occur. The assessment should identify the benefits and the risks associated with the strategies being proposed. Broad category risk assessments based on a 'traffic light system' of green for low risk, amber for increased risk and red for higher risk are accepted as they are easily understood by staff at all levels in the school.

Training in this area includes a comprehensive review of the agreed standard incident monitoring forms and any school-specific pupil level recording that is being used for planning and evaluating behaviour modification strategies.

Teachers or other staff whose job includes responsibility for pupils cannot lawfully be prevented from using reasonable force. The absence of accredited training does not preclude a member of staff from using reasonable force when needed.

Strategies for dealing with challenging behaviour:

As endorsed in the school's Behaviour Policy, staff utilise consistent positive strategies to encourage acceptable behaviour and good order.

Every effort will be made to resolve conflicts positively and without harm to pupils or staff, property, buildings or the environment. Where unacceptable behaviour threatens good order and discipline and provokes intervention, some or all of the following approaches should be taken according to the circumstances of the incident.

Key Strategieswill come later in Autumn Term.

Training in physical intervention given to staff will include sections on the current legal framework, background, theory and rationale behind the Team Teach Approach as well as an understanding of personal space, body language and a personal safety curriculum prior to any physical techniques being taught.

Team Teach techniques seek to avoid injury to the pupils, but it is possible that bruising or scratching may occur accidentally, and these are not to be seen necessarily as failure of professional technique, but as a regrettable and infrequent side effect of ensuring that the pupil remains safe.

It is important to note that the use of reasonable force will only be applied at this school as a last resort, when all other alternatives have been exhausted and that any force used will be reasonable, proportionate and absolutely necessary.

At Linacre Primary School we do not seclude pupils. We may offer ‘time out’ and/ or ‘withdrawal’ as appropriate and within the guidance below.

- ‘Seclusion’ where an adult or child is forced to spend time alone against their will in a locked room or room which they can not leave.
- ‘Time out’ which involves restricting the service user’s access to all positive reinforcements as part of the behavioral programmed in a room or area which they may freely leave
- ‘Withdrawal’ which involves removing the person from a situation which causes anxiety or distress to a location where they can be continuously observed and supported until they are ready to resume their usual activities

(Section 3.13 DfES/DOH, July 2002)

If staff at Linacre Primary School offer time out of withdrawal to a pupil, the opportunity to reflect, repair and rebuild will be given.

Wherever possible, assistance will be sought from another member of staff. Positive Handling at Linacre Primary is seen as a proactive response to meet individual pupil needs and any such measures will be most effective in the context of the overall ethos of the school, the way that staff exercise their responsibilities and the behaviour management strategies used.

A specific script used by staff at Linacre Primary in order to support each other is the ‘Help Protocol’. The following provides an aide memoir of this script: -

Help Protocol

‘Hello Mr.Mrs (name of staff)’, where appropriate the pupil should also be engaged by the use of their name. ‘Would you like some help?’.

The response from the member of staff should always be – ‘Yes please’.

‘How can I help?’ is the question that should then be posed allowing the member of staff originally involved in the incident to retain control of the situation.

‘You can help by.....’ enables effective support to be provided for all concerned.

(See appendix on Help Strategies)

Recording:

Where physical control or restraint has been used a record of the incident will be kept. This record should be made in the school Serious Incident Book.. This is a hard-backed book, with numbered pages, retained by the Head teacher. In addition, a Recording and Reporting Form, see Appendix 1, will also be completed.

Appropriate documentation will be completed as soon as possible after the incident, normally prior to staff going home and be signed by all staff involved and the Headteacher.

All adults involved in and/or observing the incident are required to complete the relevant recording form. The young person is also welcome to contribute their account in whatever way is appropriate.

The incident will be reported to each parent by telephone initially by the Head Teacher or Deputy Head Teacher. This will be followed up by letter. In this case “parent” has the meaning given by section 576 of the Education Act 1996, and so will include people having day-to-day care of the child and the local authority where the child is the subject of a care order. Section 576 also deems the local authority as a “parent” in the case of children who are looked after under section 20 of the Children Act 1989. If it is likely that reporting an incident to a parent will result in significant harm to the pupil, then the incident should be reported to the Local Authority.

After the review of the incident, a copy of the details will be placed on the pupil's file.

A Health and Safety Accident/Incident Form will be completed and returned to the Authority in situations where injury has occurred to either members of staff or pupils.

Action after an incident:

Where staff have been involved in an incident involving reasonable force they should have the opportunity for a brief period of rest and relaxation and in the

case of more serious incidents, access to counseling and support where necessary or appropriate.

The Head teacher will ensure that each incident is reviewed and investigated further as required. If further action is required in relation to a member of staff or a pupil, this will be pursued through the appropriate procedure:

- Review of the pupil's IEP/BSP/Positive Handling Plan.
- School Behaviour Policy
- Exclusions Procedure
- Child Protection Procedure
- Staff or Pupil Disciplinary Procedure.

The member of staff will be kept informed of any action taken.

In the case of any action concerning a member of staff, he/she will be advised to seek advice from his/her professional association/union.

Complaints:

The availability of a clear policy about reasonable force and early involvement of parents should reduce the likelihood of complaints but may not eliminate them.

Any complaints about staff will be investigated through the School's Complaints Policy. If necessary the complaint will be dealt with by the Staff Disciplinary Procedures and/or Child Protection Procedures.

Monitoring incidents:

Whenever a member of staff has occasion to use reasonable force, this will always be recorded and documented following agreed procedures. Monitoring of incidents will help to ensure that staff are following the correct procedures and will alert the Head teacher to the needs of any pupil(s) whose behaviour may require the use of reasonable force.

Monitoring of incidents will take place on a regular basis and the results used to inform planning to meet individual pupil and school needs. A Register of False Accusations made against staff will be maintained as an additional safeguard for staff working in this difficult area this will be recorded in the Serious Incident Book.

To support the Headteacher and school and ensure objectivity the School Improvement Partner/Officer to the school will be involved with the monitoring process. In addition, at Linacre Primary School, Mrs Sue Park is the named Governor who supports this process by undertaking termly audits of incidents and feeding back findings to the Headteacher and Governing Body.