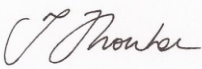



Wheatfields Primary School – Physical Intervention Policy



Policy	Physical Intervention Policy
Ratification date	November 2015
Next review date	November 2016
Signatories	<div> Head Teacher</div> <div> Chair of Governors</div>

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SCHOOL POLICY FOR PHYSICAL INTERVENTION WITH PUPILS

1.0 Introduction

- 1.1 This policy is based on DCSF guidance and the corresponding Cambridgeshire County Council's document 'Policy and Guidance for Schools in the use of Physical Intervention to Manage Behaviour.'
- 1.2 Wheatfields Primary School recognises that there is a need, reflected in common law, to intervene when there is an obvious risk of safety to its pupils, staff and property.
- 1.3 Wheatfields Primary School is committed to ensuring that all our staff and adults with responsibility for pupil's safety and welfare will deal professionally with all incidents involving aggressive or reckless behaviour, and only use physical intervention as a last resort in line with DCSF and Cambridgeshire County Council's guidance. If used at all it will be in the context of a respectful, supportive relationship with the pupil. We will always aim to ensure minimal risk of injury to pupils and staff.
- 1.4 This policy applies to all our staff who are authorised to use physical intervention (see paragraph 10.0 of this document for details).
- 1.5 This policy will be reviewed and discussed with staff and the governing body on an annual basis.
- 1.6 The nominated member of the School's Leadership Team with responsibility for advising on the implementation of this policy is Mrs Anne Howell.

2.0 School Expectations

- 2.1 The best practice regarding physical intervention outlined below should be considered alongside other relevant policies in the school, specifically those policies involving behaviour, bullying, child protection and health and safety.
- 2.2 In the following situations staff must judge whether or not physical intervention would be reasonable or appropriate:
 - a. committing any offence,
 - b. causing personal injury to, or damage to the property of, any person (including the pupil himself), or
 - c. 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.

This judgment will take into account the circumstances of the incident. All staff should be aware that the use of physical intervention in response to a clear or developing danger of injury will always be more justifiable than the use of force to prevent damage or misbehaviour.

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- 2.3 Our staff will view physical intervention or restraint of pupils as a **last resort to maintaining a safe environment**. If pupils are behaving disruptively or anti-socially, every effort will be made to manage behaviour positively to prevent a deterioration of the situation and to restore a safe, secure environment.
- 2.4 Our staff will understand the importance of listening to and respecting pupils to create an environment that is calm and supportive especially when dealing with pupils who may have emotional and behavioural needs that may increase their aggression.
- 2.5 All our staff will understand the importance of responding to the feelings and well-being of the pupil, as well as to the behaviour itself.
- 3.0 Our Practice Regarding Specific Incidents:**
 - 3.1 Staff intervening with pupils will seek assistance from other members of staff as early as possible, since single-handed intervention increases the risks of injury to both parties and does not provide a witness.
 - 3.2 All staff who become aware that another member of staff is intervening physically with a pupil will have responsibility to provide a presence and to offer support and assistance should this be required.
 - 3.3 Before intervening in a non-emergency, consideration will be given to whether or not other staff are available to assist.
 - 3.4 Where possible, staff who have not been involved in the initial confrontation leading up to an incident may be in a better position to intervene or restrain the pupil if this proves necessary. Staff should support colleagues by offering to take over the role of holding to minimise stress.
 - 3.5 A pupil's behaviour may be adversely affected by the presence of an audience. Wherever possible, the audience will be removed, or if this is not possible, the pupil will be removed from the audience. The pupil and member(s) of staff will withdraw to a quiet, but not completely private, place (e.g., two members of staff should be present or a door left open so that others are aware of the situation).
 - 3.6 Staff will be aware of the need to tell the pupil being restrained, in a calm and gentle manner, that the reason for the intervention is to keep the pupil and others safe. Staff will explain that as soon as the pupil calms down, he/she will be released.
 - 3.7 All staff should be supported by a back-up system to enable staff to call for help in emergencies (**e.g. a member of staff will give a red card to a bystander pupil to take to the general office or staff room. The card indicates to staff that help is required urgently**).

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4.0 Physical Intervention/Restraint Approaches which can be regarded as reasonable in appropriate circumstances

4.1 The following approaches are regarded as reasonable in appropriate circumstances.

- a. standing between pupils;
- b. blocking a pupil's path;
- c. leading a pupil by the hand or arm;
- d. ushering a pupil away by placing a hand in the centre of the back;
- e. in more extreme circumstances, using appropriate restrictive holds, which may require specific expertise or training

5.0 Holds to be avoided except for the most extreme circumstances

5.1 The following holds must **not** be used other than in the most extreme emergency. This is when emergency action is needed to prevent the risk of **serious** injury or loss of life (e.g., to prevent a pupil running into a busy road or to stop an extremely violent assault on one pupil by another pupil).

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

6.0 Recording an Incident

6.1 All incidents that result in non-routine / emergency interventions will be recorded in detail.

6.2 **Notes will be made immediately following, or as soon as possible after the incident** (i.e. before the end of the day of the incident) by the staff member involved in the original incident, in the Physical Intervention Record book provided by the County Council.

6.3 Notes will also be made in the same way by any other members of staff involved (i.e. as witnesses or additional providers of support). The notes will be signed and dated on the same day.

6.4 The notes must contain the following information:

- the name(s) and the job title(s) of the member(s) of staff who used reasonable force
- the name(s) of the pupil(s) involved
- when and where the incident took place

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- names of staff and pupils who witnessed the incident
- the reason the force was necessary
- the progress of the incident. Include details of:
 - behaviour of the pupil which led up to the incident
 - any attempts to resolve the situation
 - what was said by staff and pupils
 - the degree of force used
 - how it was applied
 - how long it was used for
- the pupil's response and the eventual outcome
- details of any injuries suffered by either staff or pupils
- details of any damage to property
- details of any medical treatment required (an accident form will be completed)
- details of any follow-up, including contact with the parents/carers of the pupil(s) involved
- any other relevant details e.g., the involvement of any other agency, e.g., the Police

6.5 Pupil witnesses may also be asked to provide a written account if appropriate.

6.6 These notes should be kept in the pupil's file.

6.7 Routine incidents of physical intervention, usually for pupils with identified needs as set out in the pupil's Individual Education Plan, Individual Behaviour Plan and/or Pastoral Support Plan will need to be recorded as follows:

- Name of pupil
- Date
- Name of member of staff who intervened
- Name of any witnesses
- Brief description of the reason for intervention
- Brief description of action taken
- Details of any follow-up with parents
- First Aid Record

7.0 Monitoring use of Restrictive Physical Interventions

7.1 The use of physical intervention in our school will be monitored in order to help our staff learn from experience, promote the well being of pupils in our care and provide a basis for appropriate support and school organisation. Monitoring will help us to determine what specialist help is needed for pupils. Information on trends and emerging problems will be shared within our school using local procedures. Monitoring information will be reported on a regular basis to school governors by the Headteacher.

7.2 Our Bound book – Physical Intervention Record book will be available for monitoring by County Council officers and Ofsted. **This will be kept in the admin office.**

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8.0 Post Incident Support

- 8.1 We will ensure that the pupil and the member of staff have immediate access to first aid for any signs of injury. This must be recorded
- 8.2 We will give the pupil time to become calm while staff continue to supervise him/her. When the pupil regains complete composure, a senior member of our staff (or his/her nominee) will discuss the incident with the pupil and try to ascertain the reason for its occurrence. The pupil will be given an opportunity to explain things from his/her point of view. We will take all necessary steps to re-establish the relationship between the pupil and the member(s) of staff involved in the incident.
- 8.3 In cases where it is not possible to speak to the pupil on the same day as the incident occurred, we will ensure a debrief takes place as soon as possible after the pupil returns to school.
- 8.4 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 our staff (or his/her nominee) will provide support to the member of staff involved.
- 8.5 The Headteacher will be informed at the earliest possible opportunity of any incidents where physical intervention or restraint has been used. The Headteacher (or his/her nominee) will initiate the recording process (see 6.0) and we will review each incident to ensure that any necessary lessons are learned.
- 8.6 We will inform parents/carers of any incident involving physical intervention as soon as possible after the incident and whenever practicable on the day of the incident before the child arrives home.
- 8.7 Where any injury has occurred, we will complete a Health and Safety Incident Form (IRF (96) 1/99) and send it to Cambridgeshire County Council's Health & Safety Advisory Group.

9.0 Training Needs of Staff

- 9.1 At least one member of our Leadership Team will attend relevant training on physical intervention and will keep this training updated.
- 9.2 In cases where it is known that a pupil may, on occasions, require physical intervention, we will ensure that appropriate training is provided for relevant staff (both teaching and support staff) by accredited trainers (accessed through the County Council from the Specialist SEBD teaching teams. (Primary and Secondary)
- 9.3 We will ensure that all our staff receiving this training will keep it updated as prescribed by the trainers, if such physical interventions remain a possibility within the class / school.

10.0 Authorisation of Staff to Use Physical Intervention

- 10.1 We recognise that most of the time physical intervention will be used infrequently, that is, as a last resort to maintaining a safe and secure environment.

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- 10.2 Although, under Section 550A of the Education Act 1996, all our teaching staff are, by the nature of their roles and their duty of care, authorised to use 'force as is reasonable in the circumstances for the purpose,' we will ensure specific training is given as outlined in 9.2 above.
- 10.3 Our support staff will require specific authorisation, either temporarily or permanently. This authorisation can only be given by the Headteacher or someone deputising for him/her when s/he is absent. Authorised staff will be notified formally and this will usually be on completion of the relevant training as outlined in 9.2 above. **The names of all authorised staff are appended to this document and are kept on a list displayed in the Headteacher's office and staffroom.**
- 10.4 Dissemination of any revised information (including updated DCSF and/or Cambridgeshire Council's policies) will be included as part of the school's normal schedule of meetings.
- 10.5 These meetings will be open to all staff, including non-teaching staff, who have been authorised to use physical intervention techniques.
- 10.6 Governors will be informed of the number of unplanned / emergency physical interventions and the number of planned physical interventions annually.

11.0 Risk Assessment

- 11.1 We acknowledge that some pupils behave in ways that make it necessary to consider the use of restrictive physical intervention as part of a behaviour management plan. All identified behaviours necessitating use of physical intervention will be formally risk assessed. (See Appendix 2)
- 11.2 The resulting risk management strategy must be compatible with the school's positive behaviour management approach and must also take into account the pupil's Pastoral Support Plan and Individual Education Plan, if these are applicable to the pupil.
- 11.3 Techniques and methods for controlling and restraining pupils using restrictive physical interventions must be assessed to ensure they are safe, suitable and appropriate for use with the named pupil.
- 11.4 The techniques will be agreed in partnership with the pupil, his/her parents (or those with parental responsibility) and other statutory agencies working with the pupil. This is especially the case when children are looked after by the local authority, in respite care, or cared for by others with legal responsibility in order to ensure that there is a consistent approach to the use of intervention strategies both in and out of school.
- 11.5 In the event of disputes over, or concerns about, techniques and methods being considered, an interim school strategy will be agreed and the matter referred to Cambridgeshire County Council. If necessary, adjudications might be offered by an independent officer nominated by the Local Safeguarding Children's Board.

The Risk Assessment should also be properly documented within pupil's records

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12.0 Arrangements for informing parents*

12.1 Parents / carers will be informed of the school's policy regarding physical intervention in the following ways:

- at the outset of the introduction of this policy, all parents/carers will be sent a letter outlining its introduction with information about obtaining a copy for their own information.
- thereafter, a section about the school's legal obligations to maintain a safe environment and the possible use of physical intervention (as a very last resort) with pupils, will be included in the school brochure*
- staff who work with particular pupils who have learning or physical disabilities and who have Individual Education Plans, Individual Behaviour Plans and/or Pastoral Support Plans may need to use specific techniques routinely to manage challenging behaviour. Such arrangements will be discussed with parents/carers in advance on an individual basis. All interventions will be routinely recorded.
- parents/ carers will be informed after a non-routine incident where physical intervention is used with their child.

13.0 Responding to Complaints

13.1 If a parent/carers or pupil is concerned about any aspect of the management of an incident requiring physical intervention, he/she should inform the Headteacher of their concern.

If the concern relates to action by the Headteacher, the parent/carers should contact the Chair of Governors and follow the normal school complaint procedures.

13.2 Sharing details of the incident and its record should enable the resolution of most complaints but if a parent remains concerned, they should contact an external agency (Police or Social Care) to provide an independent investigation of the circumstances. This will determine the necessity for further action. (See Cambridgeshire County Council Procedures for Allegations Against School-based Staff.)

"Education Staff and Child Protection: Staff Facing an Allegation of Abuse" can be downloaded from:

<http://www.lge.gov.uk/lge/core/page.do?.pageId=119361>

14.0 Review of Policy

14.1 This policy will be reviewed at least annually or earlier if any changes are indicated at national or local level.

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APPENDIX 1

Good Practice Checklist for Physical Intervention

To create a safe teaching environment

A. Ethos

1. Are staff and pupil well-being promoted in the school to ensure a safe environment?
2. Do you work in partnership with parents / carers and the pupil and record your evidence of meetings and outcomes?

B. Procedures

3. Does the pupil have a special educational needs statement and / or have the needs identified matched the provision put in place?
4. In the case of a pupil(s) who is / are believed to present a risk of behaviour that might place others at risk if not appropriately managed, has a risk assessment been completed with information from all staff involved with the pupil to decide a school risk management strategy?
5. Do all the staff consider risk reduction options related to curriculum access?
6. Do all the staff have access to the information in the risk assessment and consider the implications of this information in helping to secure a safe environment?
7. Do you have a Physical Intervention Record book provided by the County Council to keep records of all your planned and unplanned physical interventions?
8. Does the school have a process for monitoring the use of unplanned and planned physical intervention with reports to the governing body?
9. Do you have a complaints procedure to deal with any disputes or concerns?

C. Post Incident Support

10. Do you ensure all involved in physical intervention have immediate access to a first aider and record that a check has been made?
11. Do you have post-incident support processes in place to care for school staff and pupils?

D. Training

- 12 a. Have all the necessary staff received training from an approved trainer?
- b. Is this training updated as required by the training provider?
- c. Is there an updated list of all those staff authorised to use physical intervention techniques?

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APPENDIX 2

School.....**Wheatfields Primary School...**

RISK ASSESSMENT for pupils who present challenging behaviours

Name:

DOB:

Year:

School: **Wheatfields Primary School**

Staff involved:

Identification of Risk

Describe the foreseeable risks	
Are the risks potential or actual (e.g has there already been an incident?)	
List who is affected by the risk	

Assessment of Risk

In which situations does / do the risk(s) usually occur?	
How likely is it that the risk will arise?	High / Medium / Low

Agreed Behaviour Management Plan & School Risk Management Strategy

Focus of measures	Measures to be employed	Level of risk
Proactive interventions to prevent risks		
Early interventions to manage risks		
Reactive interventions to respond to adverse outcomes		

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Evaluation of Behaviour Management Plan & School Risk Management Strategy

Measures set out	Effectiveness in supporting the child	Impact on risk
Proactive interventions to prevent risks		
Early interventions to manage risks		
Reactive interventions to respond to adverse outcomes		
ACTIONS FOR THE FUTURE		

Assessment completed by: _____

Agreed by: _____

Relationship to pupil: _____

Plans and strategies evaluated by: _____

Relationship to pupil: _____

Date: _____

To be reviewed by _____ on (date) _____

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APPENDIX 3

PHYSICAL INTERVENTION

Planned And Agreed Measures To Ensure Safety

Risk assessment outcomes:

Agreed physical intervention strategy with parents / carer and pupil:

Agreed usual procedure:

Post incident support agreed:

In exceptional circumstances or unforeseen circumstances staff may need to manage an emergency situation using measures beyond this agreed plan. If this happens we will inform you to discuss how this plan may need to change.

Signed: Parents / Carers

Signed: Headteacher or representative

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APPENDIX 4

REQUIREMENTS FOR TEAM TEACH REFRESHER TRAINING

Team Teach Course	Recommended	Required
6 hour Foundation Course Aimed at Low Risk Service Settings and Individuals e.g. Mainstream Primary and Secondary Schools	Every 2 years	within 3 Years
12 hour Basic Course Aimed at Medium to Elevated Risk Service Settings, e.g. Special Schools, Homes, Social Care	Every Year	within 2 Years
Intermediate Instructor	Every 12 months (A 4 month grace period is available but the tutor can only assist on a course and not lead a course during the grace period)	1 year after initial training and then every 24 months (A 4 month grace period is available but the tutor can only assist on a course and not lead a course during the grace period)
Advanced Instructor	18 months (No grace period allowed)	18 months (No grace period allowed)

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APPENDIX 5

GUIDANCE ON COMPLETING A PHYSICAL INTERVENTION RECORD

1. An entry should be made in the Physical Intervention Record Book whenever a restrictive physical intervention has been used.
2. The entry should be made by a member of staff who was involved in the incident.
3. The person making the entry must sign the entry.
4. The entry should preferably also be signed by a second person who witnessed the incident.
5. The entry should be made within 24 hours of the incident taking place.
6. The entry should be factually based, using objective language and terminology.
7. Once made and signed the entry should not be subsequently amended. (It may be advisable to write a rough draft before formally making the entry.)
8. Pages should not, under any circumstances, be removed from the Physical Intervention Record Book.