

BBEY COLLEGE POLICY STATEMENT

Physical Intervention Policy

Rationale:

Abbey College recognises that there is a need, reflected in common law, to intervene when there is an obvious risk of safety to its students, staff and property.

Abbey College is committed to ensuring that all its staff and adults with responsibility for children'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 DfES and Cambridgeshire County Council's advice. If used at all it will be in the context of a respectful, supportive relationship with the student. We will always aim to ensure minimal risk of injury to students and staff.

This policy is based on DfEE circular 10/98 and the corresponding Cambridgeshire County Council's document 'Policy and Guidance for Schools in the use of Physical Interventions to Manage Behaviour.'

Objectives:

This policy aims to ensure that:

1. All staff will view physical intervention or restraint of students as a last resort in maintaining a safe environment.
2. Where it is used, it is carried out in a safe, responsible and measured way, ensuring that the safety of all individuals involved is paramount.
3. In any instances where it occurs, swift support can be provided to students and staff involved as necessary.

Guidelines:

1.0 School Expectations

- 1.1 Our staff will view physical intervention or restraint of students as a **last resort to maintaining a safe environment**. If students 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.
- 1.2 In the following situations staff must judge whether or not physical intervention would be reasonable or appropriate:
 - risk to the safety of the student concerned
 - risk to the safety of staff, other students or visitors or
 - where there is a risk of serious damage to property or where a student's behaviour is seriously prejudicial to good order and discipline or
 - where a student is committing a criminal offence.

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. This is a policy to enhance safety, not improve behaviour.

- 1.3 Our staff will understand the importance of listening to and respecting children to create an environment that is calm and supportive especially when dealing with students who may have emotional and behavioural needs that may increase their aggression.
- 1.4 All our staff will understand the importance of responding to the feelings and well-being of the child, as well as to the behaviour itself.

2.0 Our Practice Regarding Specific Incidents:

- 2.1 Staff intervening with students 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.
- 2.2 All staff who become aware that another member of staff is intervening physically with a student will have responsibility to provide a presence and to offer support and assistance should this be required.
- 2.3 Before intervening in a non-emergency, consideration will be given to whether or not other staff are available to assist.
- 2.4 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 student if this proves necessary. Staff should support colleagues by offering to take over the role of holding to minimise stress.
- 2.5 A student'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 student will be removed from the audience. The student 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).
- 2.6 Staff should tell the student being restrained, in a calm and gentle manner, that the reason for the intervention is to keep the student and others safe. Staff will explain that as soon as the student calms down, he/she will be released.

3.0 Physical Intervention/Restraint Approaches which can be Regarded as Reasonable in Appropriate Circumstances

- 3.1 The following approaches are regarded as reasonable in appropriate circumstances.
 - a. shepherding a student away by placing a hand in the centre of the back
 - b. guiding
 - c. physically interposing between students
 - d. blocking a student's path
 - e. holding (*this term is taken to include only the sort of hold a reasonable parent might use with his / her child. It does not*

refer to specific techniques of physical restraint that in untrained hands may pose a risk of injury

3.2 Holds which should be avoided, or only used in the most extreme emergency circumstances (eg this is when emergency action is needed to prevent the risk of serious injury or loss of life). Examples are:

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

4.0 Recording an Incident

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

4.2 Notes should 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 bound book provided by the County Council. This is kept by the Deputy Headteacher (Student Services).

4.3 Notes should 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.

4.4 The notes must contain the following information:

- the name(s) and the job title(s) of the member(s) of staff who intervened
- the name(s) of the student(s) involved
- when and where the incident took place
- names of staff and students who witnessed the incident
- the reason the force was deemed necessary
- the progress of the incident. Include details of:
 - behaviour of the student which led up to the incident
 - any attempts to resolve the situation
 - what was said by staff and students
 - the degree of force used
 - how it was applied
 - how long it was used for
- the student's response and the eventual outcome
- details of any injuries suffered by either staff or students
- 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 student(s) involved
 - any other relevant details e.g., the involvement of any other agency, e.g., the Police
- 4.5 Student witnesses may also be asked to provide a written account if appropriate.
- 4.6 These notes should be kept in the student's file and retained until the student reaches the age of 21.
- 4.7 Routine incidents of physical intervention, usually for students with identified needs as set out in the student's Individual Education Plan, Individual Behaviour Plan and/or Pastoral Support Plan will need to be recorded as follows:
- Name of child
 - 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

5.0 Monitoring use of Restrictive Physical Interventions

- 5.1 The use of physical intervention in Abbey College will be monitored in order to help our staff learn from experience, promote the well being of children in our care and provide a basis for appropriate support and school organisation. Monitoring information will be reported on a regular basis to governors.
- 5.2 Our bound book of recorded incidents will be available for monitoring by County Council officers and Ofsted.

6.0 Post Incident Support

- 6.1 We will ensure that the student and the member of staff have immediate access to first aid for any signs of injury. This will be recorded
- 6.2 We will give the student time to become calm while staff continue to supervise him/her. When the student regains complete composure, a senior member of our staff (or his/her nominee) will discuss the incident with the student and try to ascertain the reason for its occurrence. The student 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 student and the member(s) of staff involved in the incident.
- 6.3 In cases where it is not possible to speak to the student on the same day as the incident occurred, we will ensure a debrief takes place as soon as possible after the student returns to school.
- 6.4 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.

- 6.5 The Headteacher will be informed at the earliest possible opportunity of any incidents where physical intervention or restraint has been used.
- 6.6 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.
- 6.7 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.

7.0 Training Needs of Staff

- 7.1 At least one member of our Leadership Team will attend relevant training on physical intervention and will keep this training updated.
- 7.2 In cases where it is known that a student 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 Social, Emotional and Behavioural teaching teams. (Primary and secondary)
- 7.3 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 school.

8.0 Authorisation of Staff to Use Physical Intervention

- 8.1 We recognise that physical intervention will be used infrequently, that is, as a last resort to maintaining a safe and secure environment.
- 8.2 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 where necessary as outlined in 7.2 above.
- 8.3 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. Support staff working in situations where they may require or want such authorisation, will attend relevant in-house training prior to such authorisation being given. Authorised staff will be notified formally and this will be on completion of the relevant training. The names of all authorised staff are appended to this document.
- 8.4 Best practice will be monitored. Sessions to practise the use of any techniques, as well as to disseminate any revised information (including updated DfES and/or Cambridgeshire Council's policies) will be included as part of the school's normal schedule of meetings.
- 8.5 Governors will be informed of the number of physical interventions annually.

9.0 Risk Assessment

We accept that some children behave in ways that make it necessary to consider the use of restrictive physical intervention as part of a behaviour management plan. In the event of this occurring at Abbey College identified behaviours necessitating use of physical intervention will be formally risk assessed, following detailed local authority guidance.

Conclusion:

Effective application of this policy is designed to ensure that physical intervention is used infrequently, and where it is used, that safety considerations are paramount.

Policy developed by:	A Christoforou
Date adopted:	25 April 2007
To be reviewed:	Annually
Reviewing committee	Curriculum and Student Progress
Reviewed on	20 th November 2013
Next review due:	Summer 2014

Supporting Documents: Physical Intervention Record Book
Cambs County Council: Policy and Guidance for Schools on the use of Physical Intervention

Authorised Support Staff

- Gwen Dewey
- Sue Cornwell
- Denise Lambert