

Cottenham Primary School



Physical Intervention Policy

Dated:	November 2021									
Reviewed by:	Personnel									
Next Review date:	Autumn 2 2022									
Equality Review Checklist	<p>In reviewing this policy due consideration must be given to the impact that changes may have on issues of equality for the protected groups:</p> <table border="0"><tr><td>Age</td><td>Disability</td><td>Religion or belief</td></tr><tr><td>Race</td><td>Pregnancy and Maternity</td><td>Sex</td></tr><tr><td>Sexual orientation</td><td>Gender reassignment</td><td>Marriage/civil partnerships</td></tr></table> <p>If the equality of a protected group is likely to be compromised by changes to the policy then please complete an equality risk assessment, tick in the box and circle the characteristics affected: <input type="checkbox"/></p>	Age	Disability	Religion or belief	Race	Pregnancy and Maternity	Sex	Sexual orientation	Gender reassignment	Marriage/civil partnerships
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1. Introduction

- 1.1. This policy is based on DfE guidance and the corresponding Cambridgeshire County Council's document 'Cambridgeshire Policy and Guidance on the Effective Management of Behaviour.'
- 1.2. Cottenham 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. Cottenham 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 DfE 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.
- 1.5. This policy will be reviewed and discussed with staff and the governing body every year.
- 1.6. The nominated member of the School's Leadership Team with responsibility for advising on the implementation of this policy is the headteacher.
- 1.7. Within this policy, 'physical intervention' refers to any physical interaction with pupils. Physical restraint refers to any physical intervention that inhibits the free movement of a pupil.

2. School Expectations

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.

- 2.1. The school recognises that physical intervention can be supportive of pupils and that it is not possible to entirely avoid physical contact with pupils.
- 2.2. The school policy is that physical intervention should not be used with pupils as a common occurrence. There are exceptions when staff must decide whether or not physical intervention would be reasonable or appropriate, such as if a pupil is causing personal injury to any person (including the pupil himself/herself) or when a pupil is in significant distress. There will also be occasions when a pupil needs support in a particular area of the curriculum, such as how to correctly hold a pencil or during specific interventions such as Sensory Circuits. This decision will take into account the circumstances of the incident.
- 2.3. Our staff will view physical 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. All staff will be trained in the Steps behaviour management programme, designed to support staff to prevent and de-escalate the need for physical intervention. Physical intervention strategies will be used in line with the Steps Programme which recognises that intervention may be necessary where a child poses a significant risk to themselves, others or school property.
- 2.5. 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 which may increase their aggression.
- 2.6. All of 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. Our Practice Regarding Specific Incidents

- 3.1. Staff intervening with pupils will seek assistance from another member of staff immediately, using the red card system, phone or radio.
- 3.2. Staff will be supported by a back-up system and two way radios to enable staff to call for help in emergencies (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).
- 3.3. 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.
- 3.4. A pupil's behaviour may be adversely affected by the presence of an audience. Wherever possible, the pupil will be removed from other pupils, or if this is not possible, the other pupils will be removed. The pupil and member(s) of staff will withdraw to a quiet, but not completely private, place (eg two members of staff should be present or a door left open so that others are aware of the situation).
- 3.5. Staff will always use the least restrictive physical intervention required to support a child.
- 3.6. If, in exceptional circumstances, the pupil has had to be restrained, staff will ensure that the pupil is supported appropriately after the event either by school staff or parents/carers.

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

It is important that any physical interventions or restraints used by staff have been taught directly to them by a Steps trainer and that this training is up to date. A member of staff will always be trained as a Steps trainer and ready to advise as required.

5. Recording an Incident

- 5.1. All incidents that result in non-routine/emergency interventions will be recorded in detail.
- 5.2. Notes will be made immediately following, or as soon as possible after, an incident involving restraint (ie 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.
- 5.3. Notes will also be made in the same way by any other members of staff involved (ie as witnesses or additional providers of support). The notes will be signed and dated on the same day.
- 5.4. 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
 - 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 eg the involvement of any other agency eg the Police
- 5.5 Routine incidents of physical intervention, usually for pupils with identified needs as set out in the pupil's Risk Management 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

6 Monitoring use of Physical Restraint

- 6.1 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.

- 6.2 Our Bound book – Physical Intervention Record book will be available for monitoring by County Council officers and Ofsted.

7 Post Incident Support

- 7.1 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.
- 7.2 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. All of the above will be done in accordance with Steps behaviour management guidance
- 7.3 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.
- 7.4 A member of the leadership team 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 5) and we will review each incident to ensure that any necessary lessons are learned.
- 7.5 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.
- 7.6 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.

8 Training Needs of Staff

- 8.1 We aim to have at least one member of staff who will have had relevant Steps 'train the trainer' training on physical intervention and will keep this training updated.
- 8.2 We aim for all staff to have had access to preventative and de-escalation Steps training.
- 8.3 We aim for the majority of staff to have had physical intervention Steps training
- 8.4 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 Local Authority).

- 85 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.

9 Authorisation of Staff to Use Physical Intervention and Restraint

- 9.1 We recognise that physical intervention is part of school life
- 9.2 We recognise that physical restraint will be used infrequently, that is, as a last resort to maintaining a safe and secure environment.
- 9.2 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 8.2 above. All school staff members have a legal power to use reasonable force to prevent pupils committing a criminal offence, injuring themselves or others or damaging property, and to maintain good order and discipline. Whether the force used is reasonable will always depend on the particular circumstances of the case and the test is whether the force used is proportionate to the consequences it is intended to prevent. This means the degree of force used should be the minimum needed to achieve the desired result.
- 9.3 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.
- 9.4 Governors will be informed of the number of unplanned/emergency physical interventions and the number of planned physical interventions annually.

10 Risk Assessment

- 10.1 We acknowledge that some pupils behave in ways that make it necessary to consider the use of restrictive physical intervention as part of a Risk Management Plan. All identified behaviours necessitating use of physical intervention will be formally risk assessed. (See Appendix 2 in the County Council's 'Policy and Guidance for Schools on the Use of Physical Intervention to Manage Behaviour' Document for a suggested Risk Assessment Proforma).
- 10.2 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 individual paperwork, such as an Education Health and Care Plan or Personal Support Plan, if these are applicable to the pupil.
- 10.3 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.
- 10.4 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.

10.5 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 the pupil's records.

11 Arrangements for informing parents

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

- On the school website.
- Through the school newsletter if there are any changes

Staff who work with particular pupils who have special educational needs or disabilities and who have Risk Management Plans may need to use specific techniques routinely to manage difficult or dangerous 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.

12 Responding to Complaints

12.1 If a parent/carer 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/carer should contact the Chair of Governors and follow the normal school complaint procedures.

12.2 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

13 Review of Policy

This policy will be reviewed every year, or earlier if any changes are indicated at national or local level.