



## Positive Handling Policy October 2021

### Draft for Governors

Last Review – Oct 2021

Next Review Due – Autumn 2023

Review by – Ethos and Pupil Discipline Subcommittee

To be used in conjunction with the Behaviour Policy and Safeguarding Policy

### Introduction

This policy has been prepared for the support of all teaching and support staff who come into contact with pupils who may need to be positively handled. This policy should be read in conjunction with other school policies relating to interaction between adults and pupils specifically the school's Behaviour Policy.

The application of any form of positive handling places staff and children in a vulnerable situation. Staff, therefore, have a responsibility to follow the policy and to seek alternative strategies wherever possible in order to prevent the need for positive handling. Positive Handling will only be used as a last resort when all other behaviour management strategies have failed or when pupils, staff or property are at risk.

### Definitions of contact

**(a) Physical Contact:** Situations in which proper physical contact takes place between staff and pupils, e.g. in games/ PE or to comfort pupils.

**(b) Physical Intervention:** This may be used to divert a pupil from a destructive or disruptive action, for example guiding or leading a pupil by the hand, arm or shoulder with little or no force.

**(c) Positive Handling:** This will involve the use of reasonable force when there is a risk to pupils, staff or property or if good order is being seriously prejudiced. All such incidents will be recorded using the school form and filed with the DSL. A copy will be kept on CPOMS. The Head Teacher will be informed of all incidences of Positive Handling use. Parents will always be informed if an incident takes place.

## **Underpinning Values**

Everyone attending or working at Margaret Roper Catholic Primary School has the right to:

- a recognition of their unique identity
- be treated with respect and dignity
- learn and work in a safe environment
- be protected from harm

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

- individual consideration of pupils needs by staff that have responsibility for their care and protection
- expect staff to undertake 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 the school
- be informed about the school's complaint procedure

The school will ensure that all pupils understand the need for and respond to clearly defined limits which govern behaviour in the school.

Parents should have committed themselves, through the Home-School Agreement, to work in partnership with the school to ensure that the child understands and follows the School's Behaviour Policy.

## **Training**

Appropriate members of staff will be trained on Positive Handling. Currently, this team is comprised of the Headship Team of the school. Further training may be offered to members of staff as emerging needs arise. No member of staff is expected to undertake positive handling that involves restraint without consent and all care should be taken to avoid placing staff in a vulnerable position, professionally and physically.

**No member of staff will undertake positive handling without appropriate training.**

## **Strategies for Dealing with Challenging Behaviour**

All challenging behaviour will be addressed using the guidelines set out in the behaviour policy. Should an incident requiring further intervention be needed then staff will use reasonable physical intervention using the minimum degree of contact to prevent a child harming him or herself, others or property. The form of physical intervention may involve staff doing the following:

- physically interposing themselves between pupils
- blocking a pupil's path
- escorting a pupil
- shepherding a pupil away
- moving the rest of the pupils away from the area where the child is, to minimize the impact on them and the child.

Pupils presenting challenging behaviour that requires any form of positive intervention should be supervised by at least two staff. A member of the Headship team or a senior leader should be called to assist as soon as practical.

Where a child is presenting behaviour that may escalate into the need for physical intervention, or where a pupil is assessed as presenting a risk of such behaviour, a risk assessment should be carried out and appropriate measures put in place to minimise the risk to pupils and staff. This should be carried out, as far as possible, with the parents of the child and reviewed regularly, at least once termly.

Pupils who present frequent risk of challenging behaviour where any form of physical intervention may be needed should have a Pastoral Support Plan in place as the need becomes evident. If appropriate the Headship team and DSL should arrange for a warning system to be in place, such as a walkie talkie or panic button.

## **Recording**

Where positive handling has been used a record of the incident always needs to be kept and the Head teacher informed. All recording needs to be completed on the day of incident and needs to include the following:

- name of pupil
- date, time and place of incident
- a brief description of the incident and actions taken
- attempts made to calm the situation
- names of people who witnessed the situation
- any damage/harm to persons or property
- name of person informing parents
- after investigation a summary of action taken

After the review of any incident, a copy of the recording form will be kept in the main behaviour book which can be found in the Head's office. A copy will be scanned and attached to the child's incident record in CPOMS (the school online pastoral care and safeguarding records). The recording form is attached to this policy as an appendix. A serious Incident record should also be completed and scanned into the CPOMS records.

## **Complaints**

Any complaints about staff will be dealt with under the school's Complaints about Staff Procedure Policy.

Complaints involving allegations that staff have harmed a child in the exercise of their duties must be managed with reference to the school policy on Managing allegations against staff. If there is a need a referral to the Local Authority Designated Officer (LADO) will take place. It is always good practice where there is an allegation to consult the LADO for advice.

**Cross Referenced Policies: - Most recent copies are stored in the safeguarding file on the school server and hard copies available in the safeguarding file in the staffroom.**

- **Discipline and behaviour policy**
- **Child Protection and safeguarding policy and procedures**
- **Managing allegations against staff**
- **Home School Agreement**
- **Exclusions guidance and procedures**
- **Positive handling record form**
- **Serious Incident Record**

**Guidance: Use of reasonable force - Advice for Headteachers, Staff and Governing Bodies**  
– DfE [Use of reasonable force in schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## Appendix 1

### CROYDON COUNCIL POSITIVE HANDLING RECORD FORM

For reporting significant incidents where staff has used force on a pupil

A copy of this form and any associated documents must be scanned and saved into CPOMS

Details of pupil on whom force was used – name, class, and any SEN, disability or other vulnerability
Date, time and location of incident
Description of incident by the staff involved, including any attempts to de-escalate and warnings given that force might be used
Reason for using force and description of force used
Any injury suffered by staff or pupils and any first aid and/or medical attention required
Reasons for making a record of this incident
Follow-up, including post-incident support and any disciplinary action against pupils
Any information and incident shared with staff not involved in it and external agencies
When and how those with parental responsibility were informed about the incident and any views they have expressed
Has any complaint been lodged (details should not be recorded)? Y/N
Names of staff involved (directly or as witnesses) – <i>names only included with their consent</i>
Details of other pupils involved (directly or as witnesses), including whether any of the pupils involved were vulnerable for SEN, disability, medical or social reasons – <i>remove these names on any reports to parents</i>

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Report compiled by:	
Role:	
Date:	

Report countersigned by:	
Role:	
Date:	

The member of staff involved in the incident should compile the record. The member of staff with lead responsibility for safeguarding checks the record and provides the member of staff with a copy of the final version.

Record to be copied to the Governor responsible for safeguarding

If there is an injury to the pupil or member of staff the Croydon Council accident report form must be used (hard copy available in the school office).

**Appendix 2 – Serious Incident record**

**Margaret Roper Catholic Primary School**

**Serious Incident record**

**A copy of this form and any associated documents must be scanned and saved into CPOMS**

					<b>No:</b>
<b>Name of Young Person:</b>					
<b>Location of Incident:</b>				<b>Date:</b>	
<b>Full Names of Staff Involved:</b>					
(All staff to read on completion and sign on reverse)					
<b>Start Time of Serious Incident:</b>		<b>Duration of Any Restraint:</b>	<b>Any Injuries:</b>	<b>Medical Check:</b>	<b>Incident Reviewed With Young Person:</b>
Hrs	Mins	Mins	Child <input type="checkbox"/>	Offered <input type="checkbox"/>	Offered <input type="checkbox"/>
			Other <input type="checkbox"/>	Accepted <input type="checkbox"/>	Accepted <input type="checkbox"/>
<b>Nature of Risk</b>		<b>External Agencies Informed</b>		<b>Supporting Records Completed</b>	
Injury To Person <input type="checkbox"/>	<input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	<input type="checkbox"/>	Bound Book <input type="checkbox"/>	<input type="checkbox"/>
Injury To Others <input type="checkbox"/>	<input type="checkbox"/>	(day book / letter / phone / child collected - delete as appropriate)		Accident Report <input type="checkbox"/>	<input type="checkbox"/>
Damage To Property <input type="checkbox"/>	<input type="checkbox"/>	Medical Staff <input type="checkbox"/>	<input type="checkbox"/>	Medical Report <input type="checkbox"/>	<input type="checkbox"/>
Serious Disruption <input type="checkbox"/>	<input type="checkbox"/>	Social Worker <input type="checkbox"/>	<input type="checkbox"/>	Formal Statement <input type="checkbox"/>	<input type="checkbox"/>
Absconding <input type="checkbox"/>	<input type="checkbox"/>	Police <input type="checkbox"/>	<input type="checkbox"/>	Behaviour Report <input type="checkbox"/>	<input type="checkbox"/>
				First Aid Log <input type="checkbox"/>	<input type="checkbox"/>
<b>Environments and Triggers:</b>					
Describe what was happening and what led up to a dangerous situation:					
Tick and/or describe precisely what the risk was.					
<input type="checkbox"/> Verbal abuse <input type="checkbox"/> Slap <input type="checkbox"/> Punch <input type="checkbox"/> Bite <input type="checkbox"/> Pinch <input type="checkbox"/> Kick <input type="checkbox"/> Spit <input type="checkbox"/> Hair grab <input type="checkbox"/> Neck grab <input type="checkbox"/> Clothing grab <input type="checkbox"/> Body holds <input type="checkbox"/> Arm grab <input type="checkbox"/> Weapons/ Missiles <input type="checkbox"/> Leave premises Other:					

Who was at risk?

**Controlling Risk**

Describe any changes you made to routines, personnel or the environment in an attempt to reduce the risk of this happening.

**DIVERSION, DISTRACTIONS AND DEESCALATION ATTEMPTED**

- Verbal advice and support
- Firm clear directions
- Negotiation
- Limited Choices
- Distraction
- Diversion
- Reassurance
- Planned Ignoring
- C.A.L.M talking / Stance

- Take up Time
  - Withdrawl Offered
  - Withdrawl Directed
  - Transfer Adult
  - Reminders about Consequences
  - Humour
  - Success Reminders
  - Touch Support
- Other:

**PHYSICAL INTERVENTION STRATEGIES ATTEMPTED**

- Touch Support
- Standing Wrap
- Cradle Wrap
- Hair pull release assistance

- Two person seated
  - One Person Escort
  - Two person Escorts
- Other:

**Comment / Follow up**

Eg spoke to child about incident, use of RA etc

Child return to Class Yes  No

Child collected Yes  No  Time .....

**Recorded by:** \_\_\_\_\_

Names of staff involved

Signed

Date:

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Signature of Head Teacher or Deputy Head Teacher \_\_\_\_\_