



West Byfleet Junior School

Physical Intervention and Positive Handling Policy

Objectives

This school endeavours to ensure that all children are safe. The main objective of this policy is to ensure all staff, parents and children or young persons are aware of the procedures and practice that will be carried out to ensure that this is the case at West Byfleet Junior School. This policy links with the school's behaviour and discipline policy, anti-bullying policy and special educational needs policy. It is intended to ensure that it will prevent serious breaches of school discipline and prevent injury to individuals or serious damage to property.

In order to minimise the need to use force or restrain children our staff will strive to:-

- create a calm environment that minimises the risk of incidents that might require using force, and apply school rules consistently and fairly
- develop an effective relationship between staff and children that is central to good order
- ensure all supervision of children is carried out in a consistent manner so children and staff are comfortable within the setting
- use relevant materials for approaches to teach children how to manage conflict and strong feelings
- ensure all staff have appropriate instructions and training to enable them to be effective in their various roles in and out of the classroom.
- ensure that handling plans will be put in place and training given to ensure staff are equipped to deal with individual children who have been identified as being at a higher risk of positive touch potentially being necessary
- Whenever possible, warn a child that force may have to be used before using it.

Responsibilities

It is the headteacher's duty to ensure all staff are aware of their statutory powers to use force and/or restrain a child. As part of the induction process into school the headteacher will inform staff if they have the powers to restrain, and who they can turn to if they are in a situation with a child that may be causing concern.

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Nominated Staff Lead: *Headteacher*
Nominated Governor Lead: *B&S Committee*

Status: *Non Statutory*
Review cycle: *Every two years*
Next review: *Autumn 2026*

The deputy headteacher will organise positive touch training for staff who are working with risk assessed children. Only staff who are trained are authorised to carry out planned interventions.

When and where to use restraint

The judgement on whether to use force and what force to use should always depend on the circumstances that staff find themselves in. Time in these circumstances is often short, with little time for reflection. Nevertheless, staff need to make the clearest possible judgements. Staff will need to decide the seriousness of the incident and the injury, disorder or damage that could occur if force is not used. They will need to consider the chances of achieving a desired outcome by other means and the risks associated with physical intervention compared with using other strategies. Staff will have been made aware of any significant children i.e. those on SEND/Child Protection Registers and of any extreme cases where there may be a need to engage the police to avoid danger to themselves and others.

A list of possible strategies to try before physical intervention includes:

- Verbal advice and support
- Distraction
- Time out offered
- Options offered
- Swap adults
- Choices, limits and consequences
- Reassurance
- Appropriate humour
- Planned ignoring
- Remind of previous success
- Persuasion
- Step away and give time and space
- Negotiation

If a member of staff decides that the use of force is appropriate and an action of last resort then they should always:-

- give a warning to the child or young person that a physical intervention may have to be used and why
- suggest how the child is to be handled ensuring that no form of restraint is used that could constrict breathing. Appropriate means are passive physical contact such as standing between children, leading a child or young person by the hand or arm, ushering a child or young person away by placing a hand in the centre of the back or in more extreme circumstances using appropriate restrictive methods that a member of staff has been trained to perform.
- try to ensure that they do not use force unless or until another responsible adult is present to support, observe or call for assistance.

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Examples of situations that particularly call for judgements of this kind include, where:

- a child attacks a member of staff or other child
- children are fighting, causing risk or injury to themselves or others
- a child is causing or on the verge of committing deliberate damage to property
- a child is causing or is at risk of causing injury or damage by rough play or use of an object
- a child persistently refuses to follow an instruction to leave a classroom, leading to severe disruption to learning (the option of removing the whole class and leaving the child behind must be considered first)
- a child is behaving in a way that seriously disrupts a school event or school visit.

In these examples use of force would be reasonable (and therefore lawful) if it is clear the behaviour is dangerous and the situation could not be resolved in any other way. Account must be taken of the individual needs of the child and their understanding of the situation.

Recording of incidents

A form (see appendix) will be completed by all staff engaged in any incident where handling has taken place. The record sheets will be kept centrally in the business manager's office. Once completed they must be passed to the headteacher. They must be completed as soon as possible once the situation has been dealt with to ensure accuracy and that it is a true and honest report. The SLT will inform the parents of the child by phone followed by a copy of the report and if necessary arrange to meet them. The report will then be filed in the business manager's office.

All accident, incident or near miss reports must be recorded. Surrey schools can access the SCC on line health and safety event reporting portal surreycc.oshens.com

Following any incidents where force has been appropriate the headteacher will make arrangements to support the staff and children as these can be upsetting times.

First aid will be administered by a trained first aider and emotional support will be provided as required. The option of first aid treatment will always be offered to a child regardless of whether they appear to be injured.

Staff will discuss the situation with the headteacher to see if all procedures were followed and how we could learn from the experience to try to avoid further incidents.

Complaints procedures

The school has a clear complaints procedure and any complaints would be received in the first instance by the headteacher. If matters were not resolved, then the complainant would take the matter to the Governing Body. Parents wishing to make a complaint will be issued with the policy

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detailing the procedures.

Caring touch

There may be circumstances when physical contact is appropriate and recovery other than that covered by Section 93 of the Education Inspection Act of 2006 i.e.:-

- contact in PE demonstrating technique or exercises
- correcting a pencil grip
- administering first aid
- congratulating a child or young person, e.g. a handshake, high five or gentle pat on the back.
- where a child is in distress and needs comforting. This does not include picking children up and there would never normally be a circumstance where it is appropriate for a member of staff to do this. Sitting children on an adult's lap should also be avoided.
- young children and those with SEN may need staff to provide physical prompts or help.

In all these cases teachers must use their own professional judgement when they feel a child or young person needs this kind of support, which should always respect the wishes of the individual.

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Procedures for the use of restrictive physical interventions by staff

This procedure supports the application of the Surrey County Council policy and guidance on the use of Restrictive Physical Intervention. All staff should study the policy statement carefully – it can be found in Staffshare.

1. The person responsible for authorising staff to use restrictive physical intervention within this school is the Headteacher.
2. Copies of all risk assessments are held in the SENCO's office with copies with the pupil's section 5 and are reviewed termly alongside the section 5.
3. The person responsible for ensuring that all planned use of restrictive physical intervention is risk assessed is the inclusion lead.
4. Training records are held by the School Business Manager.
5. Those not involved in risk assessment but whose roles include the supervision of children may use reasonable force in an emergency unplanned intervention where it is necessary.
6. Every use of restrictive physical intervention is to be reported immediately to the Headteacher or the Deputy in charge if the Headteacher is off-site. The Headteacher or Deputy will ensure that a parent of the child who has had force used against them is notified.

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7. In addition, the details of each use of physical intervention must be recorded on the Pupil Incident Report Form (available from the School Business Manager). The person leading the planned or unplanned intervention must complete this form on the same day as the incident. The Headteacher will review every use of physical intervention.

This policy will be monitored by the school and governors and will be reviewed on a regular basis. The Headteacher and staff will review the schools use of force strategy following any incidents and make any relevant changes to the policy.

Policy source: Surrey CC (Vulnerable Learners team) Touch and the use of restrictive physical intervention when working with children and young people (September 2019). From Surrey CC website.

Status of Non-Statutory Policy	Date
Authored by Ben Wasserberg	January 2024
Policy reviewed by Anna Thompson and Emily Strawson	January 2024
Agreed by Staff	January 2024
Agreed by Governors	N/A
Review by School	Every two years, September 2026

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To be handed into HT the day of the incident

Record of Physical intervention

Name of children's home/setting

Reference No.	
Notifications to Ofsted	

Section 1

Name:	
Date of incident: Time:	Where did the incident happen?
Name and job title of staff involved:	Name of witnesses i.e. children, members of the public

Section 2

Describe the trigger factors to the incident.	
What de-escalation strategies were used?	
Verbal advice and support	Options offered
Distraction	Planned ignoring
Time out offered	Success reminded
Transfer adult	Positive handling
Choices, limits and consequences	Persuasion
Reassurance	Step away
Appropriate humour	Negotiation

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Any other strategies?

Section 3

Justification for hold		
If de-escalation was unsuccessful please state the reason for the intervention		
Danger to self		
Prevent severe damage to property		
Danger to others		
Was a choice given to the child before the hold was used?		Yes/No
If no, explain why		

Section 4

Description of hold
Holds used
Describe the hold used during the incident. Explain where each person involved was standing and describe how the child was being held. For example; staff AA was sat next to child BB's left side. AA's right hand was cupped around BB's left forearm.
What level of hold was used? Low, medium or high?

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Please detail why was this hold used, thinking about the intent of the child, the size of the child and relationships between the staff and child.

How long did the hold last approximately?

Section 5

Medical attention

All children must be offered medical attention after a hold even if they do not appear to be injured.

Was the child offered medical attention? Yes/No

Did they decline this? Yes/No

If they accepted the examination, what was the outcome?

Has Health and Safety form been completed? Yes/No

Injury suffered by child	Yes/No	Details:
Treatment required	Yes/No	Details:
Injury suffered by staff	Yes/No	Details:
Treatment required	Yes/No	Details:
Injury suffered by others	Yes/No	Details:
Treatment required	Yes/No	Details:

Section 6

What need is being met for the young person by their behaviour? How can we

meet this need safely?

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Section 7

Issues with environment

List any damage caused during the incident and steps taken to rectify this.

Section 8

Follow up

Record here the follow up work done after the incident. Consider the following questions; how did the child feel at the time? The incident must be discussed with them and their views, wishes and opinions heard and recorded. How can we help if this situation arises again? This information is very important to help staff manage behaviour in the future. If age appropriate they could complete this section themselves. Please signpost to a link work session if appropriate.

Young person's

Signature.....Date.....

Describe the follow up work/support given to the staff involved or witnessing the incident. Link to supervision if necessary.

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Section 10

Who has been informed of the incident and have they received the report? Initial the column to show you spoke to them and/or sent the form.	Inform by phone / email	By whom	Date	Final form sent by post/ email	By whom	Date
Others (please specify):						

Section 11

Signature of Author:	Designation:	Date completed:
Other relevant signatures:		
Signing to confirm this is a true representation of events:		
Name:	Signature:	

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Does this form generate any other documentation? Please tick and cross reference using log numbers. If no other paperwork please write "no" against it

Regulation 40 (Ofsted notification) _____ Complaints Form _____

Accident form/body map _____ Link work session _____

Section 12

Comments and observations from the registered person on the practice and strategies used by staff to manage this situation include any further action that needs to take place.

Signature.....Date.....

Comments and observations of the Reg 44 /Std 20 visitor if relevant.

Signature.....Date.....

[Type here]

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