



**St.Cuthbert's**  
Roman Catholic Academy Trust

St Richard's VC Academy  
**Positive Handling Policy**



**ST RICHARD'S**  
VC ACADEMY

**Date policy produced:** March 2018  
**Produced by:** St Cuthbert's RC Academy Trust  
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**Reviewed by:**

Other related academy policies that support this Positive Handling policy include:- Anti-bullying, Behaviour, Child Protection, Complaints, Educational Visits, First Aid, Health & Safety, Intimate Care, Special Educational Needs & Disability, Staff Code of Conduct, Supporting Children with Medical Needs & Whistle Blowing

# St Cuthbert's Roman Catholic Academy Trust

At St Richard's VC Academy we do not discriminate against any child or adult on the grounds of race, disability, gender, age, gender reassignment, pregnancy, maternity, religion or belief, sex, or sexual orientation. We embrace the individuality of all our community members and comply fully with the Equality Act 2010.

## 1. Aims

This policy has been written to support all teaching and support staff who come into contact with pupils who may need physical intervention. Staff at St Richard's recognise that the use of reasonable force is only one of the last in a range of strategies available to secure pupil safety/well-being and also to maintain good order and discipline. St Richard's follows the non-statutory guidance; Use of reasonable force; Advice for Headteachers, staff and governing bodies July 2013.

## 2. Minimising the need to use force

As a school, we are committed to creating a calm and safe environment that minimises the risk of incidents arising that might require the use of reasonable force.

The school will:

- Create and maintain a calm, orderly and supportive school environment that minimises the risk of incidents that might require force arising
- Develop effective relationships between staff and pupils
- Teach pupils how to manage conflict and strong feelings
- De-escalate incidents if they do arise
- Only use force when the risks involved in doing so are outweighed by the risk involved in not using force

## 3. Staff authorised to use force

All members of school staff have a legal power to use reasonable force.

- This power applies to any member of staff at the school.
- It can also apply to people whom the Headteacher has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying students on a school organised visit.  
Section 93, Education and Inspections Act 2006

The Headteacher will make every effort to ensure that staff at St Richard's

1. clearly understand this policy and their responsibilities in the context of their duty of care in taking appropriate measures where reasonable force is necessary and
2. are provided with appropriate training to deal with difficult situations (TEAM TEACH)

## 3. Deciding to use force

Staff should only use force when:

- The potential consequence of not intervening are sufficiently serious to justify considering the use of force
- The risk associated with not using force outweigh those of using force
- The chance of achieving the desired result by other means is low

All staff will be kept informed and advised how to deal with particular pupils who present particular risk to themselves or others. If it is deemed there is a likelihood that force will need to be used a

positive handling plan will be created for the individual pupil. Reasonable adjustments will be made for children with special educational needs (SEN). [PHPs will be reviewed following any use of physical intervention and necessary alternations made, if required.](#)

#### **4. Using force**

There is no legal definition of when it is reasonable to use force and each case must be judged on its circumstance. [However, when managing situations involving pupils with SEN and disabilities or medical conditions, the staff must recognise these additional vulnerabilities and consider carefully any associated risks when using reasonable force.](#)

The force used needs to be in proportion to the consequence it is intended to prevent. The degree of force used should be the minimum needed to achieve the desired result.

Staff will always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring a pupil.

#### **Force should not be used to prevent trivial misbehaviour.**

Before using force staff should:

- Tell the pupil to stop misbehaving
- Communicate in a calm and measured manner
- Never act out of anger or frustration or to punish a pupil
- Make it clear to the pupil that physical contact or restraint will stop as soon as it ceases to be necessary.

The type of force used could be:

- standing between pupils or blocking a pupil's path
- leading a pupil by the hand or arm
- ushering a pupil away by placing a hand on the centre of the back
- using appropriate restrictive holds, which may require specific expertise or training

**Staff should always avoid touching or restraining a pupil in a way that could be interpreted as sexually inappropriate conduct.**

**Staff are advised that, as far as possible, they should not use force unless or until another responsible adult is present to support, observe or call for assistance.**

#### **5. Reason for using force**

**To:**

- restrain a pupil at risk of harming themselves through physical outbursts.
- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and

## 6. Staff Training

Reminders of the behaviour policy will be given regularly through staff meetings and briefings. Staff will be offered the opportunity to take part in TEAM TEACH training. If a pupil is displaying challenging behaviour and it is thought they may need physical intervention a positive handling plan will be written, discussed and disseminated to staff.

## 7. Advice for staff

At all times try to manage your own emotions – maybe take a deep breath – and do not become involved in a 'conflict spiral'. Situations are rarely personal.

Name the inappropriate behaviour; express clearly the desired behaviour, calmly confidently, assertively.

Use 'language of choice' – put the responsibility, ownership of behaviour with the child.

## 8. Recording incidents

Any incident of physical intervention **must** be recorded in the bound and numbered Positive Handling book. [The incident should also be recorded/uploaded onto CPOMS.](#)

## 9. Reporting incidents

After any incident in which force has been used parents should be informed as soon as possible. The Headteacher should also be informed.

## 10. Post – incident support

Physical Intervention can be distressing for both staff and pupils it is important both staff and children are given the time and support needed to help them regain their composure.

- The school will decide and involve as appropriate any multi-agency partner e.g. early help, social care, CAMHS.
- [Wherever possible, the views of the child, post incident, most be sought understood and recorded.](#)
- Opportunities to repair relationships between staff and pupils affected by the incident will be offered
- In some cases the incident may lead to the fixed term or permanent exclusion of the pupil in line with the behaviour policy

## 11. Complaints or allegations

Complaints will be dealt with under the school's complaints procedures however, if an allegation of abuse is made against a member of staff, the school will follow the procedures outlined in the child protection policy, and advice sought from the Local Authority Designated Officer, [as per Keeping Children Safe in Education – Part 4.](#)

## 12. Physical Contact with pupils in other circumstance

There may be occasions when physical contact with a pupil may be proper or necessary e.g., sports coaching or giving first aid. Touching may also be appropriate where a pupil is being congratulated or praised, or where a pupil is in distress and needs comforting. Teachers must use their own professional judgement when they feel a pupil needs this kind of support. For some

pupils touching is particularly unwelcome. Staff must bear in mind that even innocent and well-intentional physical contact can sometimes be misconstrued.

### 13. Powers to search pupils without consent

In addition to general power to use reasonable force, the Headteacher and authorised staff can use such force as is reasonable given the circumstances to conduct a search for the following 'prohibited items'<sup>2</sup>:

- knives or weapons
- alcohol
- tobacco and cigarette papers
- fireworks
- illegal drugs
- stolen items
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be used
  - i) to commit an offence,
  - ii) to cause personal injury to, or damage to the property of, any person (including the pupil)
- Principal and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

**School staff can confiscate any prohibited items found as a result of a search.**

The Headteacher must ensure the person carrying out the search is of the same sex as the pupil, and the search must be carried out in the presence of another adult also of the same sex as the pupil. Pupils cannot be required to remove any clothing other than outer garments. If pupil's possessions are searched this must also be done in the presence of another adult. The person carrying out the search is able to use such force as is reasonable in the circumstance for exercising that power.

Furthermore, the Education Act 2011 allows staff to lawfully search electronic devices, without consent or parental permission, if there is a suspicion that the pupil has a device prohibited by school rules, or the staff member has good reason to suspect the device may be used to:

- cause harm,
- disrupt teaching,
- break school rules,
- commit an offence,
- cause personal injury, or
- damage property.

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<sup>2</sup> The School Behaviour (Determination and Publicising of Measure in Academies) Regulations 2012

**Appendix 1**

**NON-PHYSICAL CRISES INTERVENTION TECHNIQUES**

Do	Don't
<ul style="list-style-type: none"> <li>◆ Appear calm and relaxed</li> </ul>	<ul style="list-style-type: none"> <li>◆ Appear afraid and unsure of yourself,</li> <li>◆ Bossy or arrogant</li> <li>◆ Assume an "I don't give a damn about you" attitude</li> </ul>
<ul style="list-style-type: none"> <li>◆ Keep the pitch and volume of your voice down</li> </ul>	<ul style="list-style-type: none"> <li>◆ Raise your voice</li> </ul>
<ul style="list-style-type: none"> <li>◆ Feel comfortable with the fact you are in control</li> <li>◆ Project a calm assured feeling that you will see the situation through to a peaceful end no matter what happens</li> </ul>	<ul style="list-style-type: none"> <li>◆ Appear to expect an attack</li> </ul>
<ul style="list-style-type: none"> <li>◆ Talk with the pupil</li> </ul>	<ul style="list-style-type: none"> <li>◆ Give demands</li> <li>◆ Make demands</li> </ul>
<ul style="list-style-type: none"> <li>◆ Be matter of fact if the pupil becomes agitated</li> <li>◆ Be sensitive and flexible</li> <li>◆ Be flexible but consistent</li> <li>◆ Be aware of body language</li> </ul>	<ul style="list-style-type: none"> <li>◆ Make threats</li> <li>◆ Maintain continuous eye contact</li> <li>◆ Gesticulate</li> </ul>
<ul style="list-style-type: none"> <li>◆ Stay close to the pupil and attend to him/her</li> </ul>	<ul style="list-style-type: none"> <li>◆ Turn your back or leave</li> <li>◆ Invade their personal space</li> </ul>
<ul style="list-style-type: none"> <li>◆ Be patient</li> </ul>	<ul style="list-style-type: none"> <li>◆ Display emotion</li> <li>◆ Argue</li> </ul>
<ul style="list-style-type: none"> <li>◆ Acknowledge his/her feelings</li> <li>◆ Leave the pupil an avenue of escape</li> </ul>	<ul style="list-style-type: none"> <li>◆ Corner the pupil physically or psychologically</li> </ul>
<ul style="list-style-type: none"> <li>◆ Where possible, remain seated as long as the pupil does;</li> <li>◆ Avoid crowding</li> </ul>	<ul style="list-style-type: none"> <li>◆ Get up and move towards the pupil</li> </ul>

**Appendix 2**

**USE OF FORCE TO CONTROL OR RESTRAIN PUPILS**

**INCIDENT RECORD**

Staff member(s) involved in the incident:

Reference Number

\_\_\_\_\_

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<b><u>Details of the pupil or pupils on whom force was used by a member of staff:</u></b>	
Name:	Year Group:
Date of the incident:	Time of the incident:
Location:	
<b><u>Details of witnesses:</u></b>	
Name:	(Staff / Student)
Name:	(Staff / Student)
<b><u>Reason for intervention:</u></b>	
Immediate danger or injury to self <input type="checkbox"/>	Avoid damage to property <input type="checkbox"/>
Verbal threats <input type="checkbox"/>	Immediate danger or injury to others <input type="checkbox"/> Fighting <input type="checkbox"/>
Assault in peer <input type="checkbox"/>	Assault on staff <input type="checkbox"/> Disruption of other students <input type="checkbox"/>
<b><u>Detail any de-escalation techniques used:</u></b>	
Verbal advice & support <input type="checkbox"/>	Calm talking <input type="checkbox"/> Reassurance <input type="checkbox"/>
Removal from the area <input type="checkbox"/>	Non-threatening body language <input type="checkbox"/>
Humour <input type="checkbox"/>	Step away <input type="checkbox"/> Distraction <input type="checkbox"/>
<b><u>Description of the incident:</u></b>	
<b><u>Details of the physical intervention used:</u></b>	
<b><u>Duration of the physical intervention:</u></b>	
<b><u>Detail any injury suffered by the member(s) of staff or student.</u></b>	
Student:	First aid required: Yes / No
Staff:	First aid required Yes / No
<b><u>Damage to property?</u></b> If yes, please provide details:	Yes / No

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<b>Detail any follow up</b> - including post incident support, disciplinary action required against the student/s, amendments required to the PHP:	
Debrief undertaken with the student(s):    Yes    No Pupil's response to the incident:	
Date & time parents/carers informed of the incident: Outline of parents/carers response:	
If necessary, details shared with external agencies (social worker, police, Education Officer)	
Has any complaint/allegation been made against the member of staff? <b>NB</b> details should not be recorded here:  <p style="text-align: center;">Yes    No</p>	
Report complied by: Name: Signature: Date: Time:	Report countersigned by the Head: Name: Signature: Date: Time:

**IMPORTANT: - THIS FORM MUST BE COMPLETED THE SAME DAY**

**Incident Reporting – Bound Book**

Please ensure that when you are completing incident forms you allocate yourself the next sequential incident number and complete all the required information in the Physical Intervention Bound Book

- Reference number
- Date
- Pupil involved
- Reporting staff
- Signature



**St Richard's VC Academy  
POSITIVE HANDLING PLAN**

Name:

DOB:

**ENVIRONMENTS AND TRIGGERS**

Describe the situations that have led to a dangerous incident in the past.

- 
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**RISK**

Circle (or make **bold**) the level of potential risk.

Low

Medium

High

Circle (or make **bold**) and/or describe precisely what might happen

Slap

Punch

Bite

Pinch

Spit

Kick

Hair grab

Neck grab

Clothing grab

Body holds

Arm grab

Weapons /  
Missiles

e.g.  
Violent tantrums  
Starts fights with other children  
Punches and kicks other children  
Grabs children around the neck and won't let go  
Very powerful when in a temper  
Throws/pushes furniture

**PREVENTION**

Describe any changes to routines, personnel or environment that might reduce the risk of this happening.

**DIVERSION AND DISTRACTIONS**

Describe interests, words, objects etc. that may divert attention from an escalating crisis.

**DEESCALATION**

Describe any strategies that have worked in the past or should be avoided

- Verbal advice and support
- Firm clear directions
- Negotiation
- Limited Choices
- Distraction
- Diversion
- Reassurance
- Planned Ignoring
- Withdrawal Offered
- Withdrawal Directed
- Transfer Adult
- Reminders about Consequences
- Humour
- Success Reminders
- Other/Talk about ringing parents

Try	Avoid

**PHYSICAL INTERVENTION**

Describe any strategies that have worked in the past or should be avoided.

- Help Hug
- Cradle Hug
- Standing Wrap
- Sitting Wrap
- Standing Double Elbow
- Sitting Double Elbow (Single person)
- Standing Single Elbow
- Standing Single Elbow (2 person)
- Sitting Single Elbow (2 person)
- Half Shield
- Other

Try	Avoid

**LISTENING AND LEARNING**

Describe any strategies which have worked in the past or should be avoided.

Responds to: <ul style="list-style-type: none"> <li>•</li> </ul> Avoid: <ul style="list-style-type: none"> <li>•</li> </ul>
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**RECORDING AND NOTIFICATIONS REQUIRED**

Parents/Carers	
Headteacher	
Social Care	

Educational Psychologist	
Doctor / Nurse	
Others:	

Name	Status	Signed	Date

**Useful Links**

DfE: Behaviour & Discipline in Schools. Advice for Headteachers and school staff – Updated January 2016

<https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>

DfE: Supporting pupils at school with medical conditions. Statutory guidance – December 2015

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

DfE Use of reasonable force Advice for Headteachers, staff and governing bodies July 2013

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444051/Use\\_of\\_reasonable\\_force\\_advice\\_Reviewed\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf)

Guidance for safer working practice for those working with children & young people in education settings – October 2015

<https://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final.pdf>

Guidance on the Use of Restrictive Physical Interventions for Staff Working with Children and Adults who display Extreme Behaviour in Association with Learning Disability and/or Autistic Spectrum Disorders (2002)

<http://media.education.gov.uk/assets/files/pdf/g/guidance%20on%20the%20use%20of%20restrictive%20physical%20interventions.pdf>

DfE Screening, searching and confiscation – advice for Headteachers, staff and governing bodies. Updated Sept 2016

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/554415/searching\\_screening\\_confiscation\\_advice\\_Sept\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/554415/searching_screening_confiscation_advice_Sept_2016.pdf)

Keeping Children Safe in Education; Part 4 Allegations of Abuse made against teachers and other staff.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)