

# Hanson School

## Use of Force to Control or Restrain Students

*September 2015*

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<b>Approved by Governing Body Sub-Committee:</b> <ul style="list-style-type: none"><li>• R Unsworth</li></ul>	<b>Date:</b>
<b>Ratified by Full Governing Body:</b> <ul style="list-style-type: none"><li>• Interim Executive Board</li></ul>	<b>Date:</b>
<b>Signed off by Chair of Governing Body:</b>	<b>Date:</b>

# The Policy

## Introduction

The policy is based on guidance from circular 10/98 – ‘The use of Force to Control or Restrain Pupils’. This circular refers to the 1996 & 1997 Education Act. ..\Drafts Sept 2010\Use off force to control or restrain pupils.pdf

When clarifying the position regarding the use of physical force by teachers and other staff working in schools, to control or restrain students. Staff should refer to the whole school Behaviour Policy on how to manage behaviour/attitudes in schools. All teaching, non teaching and admin staff are empowered to restrain under the guidance of the policy.

**The use of restraint should always be a last resort and every effort should be made to achieve a satisfactory outcome without physical intervention. Students should be asked to stop their behaviour in a firm, direct but non confrontational way. In all circumstances help must be sent for, even when immediate intervention is necessary.**

Restraint can take a variety of forms many of which are outlined in circular 10/98. Staff should always avoid force but when used should always be proportional and reasonable. There is no definition of ‘reasonable force’ but it should always be proportional to the circumstances of the incident. It should be only used to control or restrain and never with the intention to cause pain or harm. It must, therefore, be the minimum needed to achieve the desired result. In any action, due regard has to be taken with age understanding and sex of the student.

**The school accepts and understands that in accordance with the law corporal punishment is forbidden.**

Where restraint has been necessary the incident must be reported to the Principal and/or Leadership Team and logged on the use of force incident form available from the Principal's PA.

In the event of an injury occurring the accident reporting procedures must be followed (see first aider).

If staff have been the victim of aggressiveness, deliberately or as a result of their intervention the Principal must be informed and the member of staff supported. They should be encouraged to fill in the Violence at Work forms and a check on their well being a few days after and the outcome noted.

Parents of a student or students involved will always be advised of an incident and it may be necessary for it to be followed up by other disciplinary action/support.

Key staff as determined by the Principal will be provided with local authority training on the use of advanced restraint.

All parents/carers must be made aware of this Policy (website). All staff (including new and part time staff) will be expected to read and adhere to this Policy.

## Appendix A

### Questions & Answers

<b>Which staff other than teachers will be authorised to use Restrictive Physical Intervention (RPI) in school?</b>	All staff in exceptional circumstances as indicated in the policy.
<b>By what process will staff be elected to use RPI in school?</b>	Staff will be authorised by the Principal in discussion with the Leadership Team.
<b>In what situations would the school consider it appropriate for teachers and other authorised school staff to use RPI?</b>	In exceptional circumstances, listed in bullet points in the policy.
<b>What kinds of actions would be viewed as using reasonable physical intervention in your school?</b>	Holding a student from behind, by the arms, guiding a student's movement, by holding an elbow, holding a student in a non confrontation way, as determined by the nature of the incident.
<b>What kind of actions involving use of physical intervention would be viewed as unwarranted, excessive or punitive in your school?</b>	Any physical intervention that is viewed as confrontational, aggressive or using excess force.
<b>What course of action will be taken in the event of staff failing to comply with this policy?</b>	Either incident will be investigated by the Deputy Head.
<b>How will the school involve parents and others who know the young person in the process of developing individual behaviour management plans?</b>	Parents will be informed by publishing it on the Learning Gateway, during a behaviour management meeting/exclusion meeting etc, a copy of the PSP (pupil support plan) may be given to parents).
<b>What process is to be used to agree and ratify individual behaviour management plans for use in school?</b>	Discussion and agreement of the plans at Inclusion meeting, SLT meeting and Governors Sub Committee
<b>How will individual behaviour management plans be recorded?</b>	PSP's are stored electronically and are the responsibility of the Head of Years.
<b>What action does the school intend to take to assess and manage the risks presented by students?</b>	Analysis of behaviour data by the Inclusion group and guidance forum will facilitate the assessment and management of risks. Where necessary a risk assessment will be carried out by the Assistant Vice principal for Behaviour, Inclusion Managers and Heads of Year.
<b>What action will the school take to assess techniques and methods for implementing planned use of physical intervention?</b>	Staff training, raising the awareness of appropriate intervention. PSP's (personal support plans) planned and recorded in agreement with the student.
<b>What kinds of unforeseen or emergency</b>	Confrontational situations with students

<b>situations might staff find themselves in within your school?</b>	who are angry, out of control? Fight situations. Situations where students are extremely upset/out of control or in danger of self harm.
<b>What techniques will the school acknowledge for use in these situations?</b>	Repeated clear, non confrontation instructions should be given to the student/students. Help should be sent for using an additional staff member or student. Physical restraint should be used if and when a dynamic risk assessment has been made (consider the guidance stated in the policy),
<b>How would such incidents be reported?</b>	A use of force to control or restrain pupils, incident record form should be completed. Violence at work form should be completed if the staff member feels they have experienced violent behaviour. The accident book should be completed, if an injury has occurred.
<b>Who will provide staff and students with support after incidents?</b>	Deputy Principal for behaviour and Safety, Assistant Vice principal for Behaviour.
<b>Who will check for injuries, provide first aid and arrange for medical aid?</b>	A trained first aider.
<b>Who will report injuries to Health &amp; Safety Executive?</b>	The Principal will determine whether injuries are reportable to the council's Safety Team. That team decides whether they are reported to the HSE.
<b>How are incidents to be reported, recorded and notified?</b>	Incident records to be kept by Principal in a locked filing cabinet. Incidents to be documented in student files, event logs and on PSP's as appropriate.
<b>How will the school monitor and evaluate the use of physical intervention?</b>	The Leadership Group will review, evaluate and report on physical interventions to the Governors committee on a termly basis.
<b>How will incident monitoring inform risk assessment and management?</b>	Procedures and risk assessment will be review annually and the necessary changes made as a result of data collected. Staff will be informed of any major changes.
<b>How will complaints be investigated and by whom?</b>	Complaints and allegations against students will be managed by the Assistant Vice Principal for Behaviour, allegations against staff will be managed by Deputy Principals.
<b>How will you choose who should be trained in your school?</b>	The Principal and Leadership Group will discuss this issue.

## Appendix B:

### Preferred Practice

#### DO:

- Wherever possible plan appropriate positive intervention and involve parents, carers and colleagues.
- Know the procedures within the school's guidelines for the use of physical restraint. (A copy of these are available on the intranet and staff handbook.)
- Discuss these with a senior member of staff if you are unsure of any point.
- Send for adult help early if things begin to get out of hand and restraint seems likely.
- Assess the situation before acting.
- Give 3 repeated clear, non confrontational instructions to the student/students.
- Send for help Red Phone (Student Office)
- Stay calm – do not over-react.
- Use minimum restraint for minimum time until the situation is calm.
- Report the incident to the Principal or senior member of staff as soon as possible and complete an incident record form.
- Consult your Line Manager, Professional Association or Trade Union if you have any concerns.
- Remember your professional obligations to all students in your care.

#### DO NOT:

- Place yourself at risk: do not attempt to restrain a pupil who obviously carries a 'weapon'.
- Attempt to restrain a pupil when you have lost your temper.
- Block the way or the exit of a student who is very angry, unless you have concerns about his or others' safety.
- Use unreasonable force.
- Allow the situation to get out of control.
- Place yourself at risk of false allegation: avoid being alone with any student behind closed, blocked or locked doors, particularly if the student is angry or confrontational.

## Use of Force to Control or Restrain Students

<b>Hanson- The Use of Force to Control or Restrain Students: Incident Sheet Basic Information to be completed by the staff involved in the incident</b>		
<b>Name of Student/s on whom force/restraint was used (include form)</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>Name of staff involved</b>		
<b>Staff Witnesses (Names)</b> Statement/s Attached? ☺ /x (please circle) (HOY / Investigator to attach)		
<b>Name of any student/us (include their form/s) involved (directly or as a witness)</b> Statement/s Attached? ☺ /x (please circle) (HOY / Investigator to attach)		
<b>How did the incident begin (if you know)</b>		
<p style="text-align: center;"><b>Description of incident by staff involved include-</b></p> <ul style="list-style-type: none"> <li>. any attempts you made to de-escalate the situation</li> <li>. any warnings you gave</li> <li>. and reason/s you had restrain the student</li> <li>. what you saw and did.</li> </ul>		