



HEYWOOD PREP  
CORSHAM

HEYWOOD PREP  
POSITIVE HANDLING  
POLICY

**FEBRUARY 2019**

## **POSITIVE HANDLING POLICY (includes whole school and pupils in the EYFS)**

### **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. It will be reviewed annually.

All members of Heywood Prep staff have a legal power to use reasonable force. Such force should only be used to prevent children from injuring themselves or others or damaging property, for example but not exclusively to prevent a pupil from attacking a member of staff or another pupil, to stop a fight in a playground or restraining a pupil at risk of harming themselves. Physical force is not permitted as a punishment and it would be unlawful to do so. Reasonable adjustments should be made to the use of reasonable force for SEND children.

All occasions when physical intervention is used (as outlined above) should be recorded on the pupil's file on the pupil management system, 3SYS. The Deputy Head should be informed immediately should there be any occurrence of physical intervention and copies of all paperwork should be submitted as soon as reasonably possible. Parents should be informed that day or as soon as is reasonably practicable

Staff should familiarise themselves with the Department for Education July 2013 paper 'Use of reasonable force; Advice for Headteachers, staff and governing bodies'. A copy of this can be found in the Staff Room.

This policy should be read in conjunction with other Heywood Prep policies relating to interaction between adults and pupils specifically the school's Behaviour Policy.

### **PURPOSE OF THE POLICY:**

Good professional relationships between staff and pupils are vital to ensure good order in school. It is recognised that the majority of pupils in school respond positively to the Whole School Behaviour Policy followed by staff. This ensures the well-being and safety of all pupils and staff. It is also acknowledged that in exceptional circumstances staff may need to take action in situations where the use of positive handling may be required. Every effort will be made to ensure that all staff at Heywood Prep:

- Clearly understand this policy and their responsibilities in the context of their duty of care in taking appropriate measures where positive handling is necessary and
- are provided with appropriate training to deal with these difficult situations should they occur.

The application of any form of positive handling places staff in a vulnerable situation. It can only be justified according to the circumstances described in this policy. 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
- when pupils and/or staff are at risk
- or there is a risk of significant damage to property.

## **DEFINITIONS**

(a) Physical Contact: Situations in which appropriate 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 of significant damage to property. All such incidents will be recorded in the Bound and Numbered book, which is kept in the Management Office.

## **UNDERPINNING VALUES**

Everyone attending or working at Heywood Prep 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:
- consideration of individual pupils' needs by staff with 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
- 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 admission procedures to ensure the good behaviour of their child
- The pupils understand and follow the school's Behaviour Policy.

## **TRAINING**

No member of staff will be expected to undertake positive handling, although we recognise that adults have a duty of care to act in the best interests of the children. Staff should use their own judgement and assess the risks before acting. Positive Handling training will be made available to designated staff and will be the responsibility of the Headmistress. Prior to the provision of training, guidance will be given on action to be taken.

## **STRATEGIES FOR DEALING WITH CHALLENGING BEHAVIOUR**

Staff consistently use positive strategies to encourage acceptable behaviour and good order. Every effort will be made to resolve conflicts positively. Where unacceptable behaviour threatens good

order and discipline and provokes intervention, some or all of the following approaches will be taken according to the circumstances of the incident:

- a) Verbal acknowledgment of unacceptable behaviour with request for the pupil to refrain and, if appropriate, move to a designated safe space; this involves negotiation, care and concern.
- b) Further verbal warning stating:
  - this is the second request for compliance
  - an explanation of why observed behaviour is unacceptable
  - an explanation of the sanctions and what will happen if unacceptable behaviour continues
- c) Warning of potential need to intervene physically and that this will cease when the pupil complies. If possible summon assistance. It must be remembered that the restraint is a safeguard, not a sanction and the child should be told that the reason for positive handling is to protect them not to punish them. At this point, it may be necessary to remove other children from the scene for their own protection.
- d) Physical intervention: Reasonable physical intervention using the minimum degree of contact to prevent a child harming themselves, others or property.

#### **USE OF REASONABLE FORCE**

See “Use of Reasonable Force; Advice for Headteachers, Staff and Governing Bodies” (DfE, 2013) 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. In a school, force is used for two main purposes – to control pupils or to restrain them. The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

Schools can use reasonable force to:

- 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
- restrain a pupil at risk of harming themselves through physical outbursts

It should be: **Proportionate Legal Accountable Necessary [PLAN]**

#### **REASONABLE ACCEPTABLE MEASURES OF PHYSICAL INTERVENTION.**

Positive handling can only be deemed reasonable if:

- it is warranted by the particular circumstances of the incident

- it is delivered in accordance with the seriousness of the incident and the consequences which it is desired to prevent
- it is carried out as the minimum to achieve the desired result
- the age, understanding and the gender of the pupil are taken into account
- it is likely to achieve the desired result If the use of positive handling can be anticipated (e.g. a child refusing to come into school) then a response team should be on standby. Wherever possible, assistance will be sought from another member of staff before intervention. 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.

This is not a definitive list and other strategies may be employed. Any such measures will be most effective in the context of the overall ethos of the school. Staff should take care to avoid injury to themselves and should guide a child to a restraining position on the ground, if they become a “dead weight” or drop to their knees. In a situation where positive handling is used, pupils should be removed from the hazard and isolated where possible. Whenever positive handling is used, staff will keep talking to the pupil. Following the incident, the child will be debriefed, once calm, and encouraged to reflect on their actions. Where positive handling has been used, a record of the incident always needs to be completed (refer to Appendix 1). 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 staff using restraint
- nature of physical intervention technique used
- how incident was resolved and any consequences
- effectiveness of the intervention

The record of the incident will be made on the Positive Handling Form in the Positive Handling folder kept in the Management Office by the Deputy Head. Whenever a member of staff has occasion to use positive handling, this will always be recorded and documented. Monitoring of incidents will help to ensure that staff are following the correct procedures and will alert the Headmistress to the needs of any pupil(s) whose behaviour can only be contained using positive handling. This process will address patterns of incidents and evaluate trends which may be emerging.

### **INFORMING PARENTS**

Parents will always be informed following an incident where positive handling has been used and this will be noted on our pupil management system (3sys). If appropriate, a discussion will take place involving parents and relevant members of staff (e.g. SLT, Head of Learning Enhancement, Form Tutor) to put measures in place to address the behaviour concern.

## **ACTION AFTER AN INCIDENT**

The Headmistress (or Deputy Head in their absence) will ensure that each incident is reviewed and investigated further as required. If further action is required in relation to a member of staff or a pupil, this will be pursued through the appropriate procedure:

- Safeguarding Policy
- Managing Allegations Against Staff Policy
- Staff or Pupil Disciplinary Procedure
- School Behaviour Policy.
- All members of staff will be kept informed of any action taken.

## **COMPLAINTS**

The availability of a clear policy regarding Positive Handling and early involvement of parents should reduce the likelihood of complaints but may not eliminate them. Any complaints about staff will be dealt with under the school's Complaints Procedure. Sam Antrobus (Wishford CEO) will be informed of complaints but other Directors will not be involved as a complaint may require further action on their part.

## **MONITORING AND REVIEW**

It is the responsibility of all staff to follow the principles stated in this policy. The Head of Learning Enhancement is responsible for reviewing this policy.

Signed:



Rebecca Mitchell  
Headmistress

Appendix 1

Positive Handling Incident Form						
Name of pupil					Year Group	
Date		Time		Location		
Brief description of incident						
Actions taken and number of attempts made before physical intervention						
Nature of physical intervention technique						
How incident was resolved?						
Effectiveness of intervention						
Staff name (s) involved						
Name of staff completing form						
Notes of meeting/telephone conversation						
(MUST be added to 3SYS)						
Uploaded to 3SYS by?						
Date parent informed		Time parent informed		How was parent informed?	In person	
					Telephone	