

# Elmley Castle C.E. First School

*A Little Piece of Heaven on Earth*

**Executive Headteacher** Mr Phil Croke  
**Head of School** Mrs Nadia Underwood  
Main Street, Elmley Castle, WR10 3HS  
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## Positive Handling Policy 2021

<b>Approved by:</b>	The Full Governing Body	<b>Date:</b> April 2022
<b>Last reviewed on:</b>	April 2022	
<b>Next review on:</b>	April 2023	Produced by Nadia Underwood

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‘As a community we grow and flourish together. Through our core values, we seek a lifelong love of learning, pursuing wisdom and excellence so everyone achieves their best. We create opportunities to explore our own sense of spirituality and encourage all to live with thankful, forgiving hearts, respecting the preciousness of our world.’



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## Introduction

This policy is based on the 2002 DoH/DfES document 'Guidance for Restrictive Physical Intervention' and the Department for Education document 'Use of Reasonable Force' (July 2013).

Elmley Castle C of E First School recognises that there is a need, reflected in common law, to intervene when there is an obvious risk of safety to its pupils, staff and property.

As a school, Elmley Castle C of E First School is committed to ensuring that all staff and adults with responsibility for children's safety and welfare will deal professionally with all incidents involving physically challenging behaviour, and use physical intervention only as a last resort in line with DfE advice. If used at all, it will be in the context of a respectful, supportive relationship with the pupil, and be reasonable, necessary and proportional to the circumstances of the incident. We will always aim to ensure minimal risk of injury to pupils and staff, and that any interventions use the minimum of force for the shortest time

All staff employed by Elmley Castle C of E First School are authorised to use physical intervention. (See Appendix 1). The school provides Team Teach training for at least two member of staff and keeps an up-to-date record of this training.

## Best practice

The best practice regarding physical intervention outlined below should be considered alongside other relevant policies in the school, specifically those policies involving behaviour, bullying and health and safety.

In the following situations staff must judge whether or not physical intervention would be reasonable or appropriate:

- where there is a risk to the safety of staff, pupils or visitors or
- where there is a risk of serious damage to property or
- where a pupil's behaviour is seriously prejudicial to good order and discipline or
- where a pupil is committing a criminal offence



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This judgement will take into account the circumstances of the incident. All staff should be aware that the use of physical intervention in response to a clear or developing danger of injury will always be more justifiable than the use of force to prevent damage or misbehaviour.

Staff will view physical intervention or restraint of pupils as a last resort to maintaining a safe environment. If pupils are behaving disruptively or antisocially, every effort will be made to manage behaviour positively to prevent a deterioration of the situation.

Staff will understand the importance of listening to and respecting children to create an environment that is calm and supportive especially when dealing with pupils who may have a range of communication, emotional and behavioural needs which may increase their aggression or anxiety.

All staff will understand the importance of responding to the feelings of the child which lie beneath the behaviour as well as to the behaviour itself.

## **Our Practice regarding specific incidents:**

Staff intervening with children will seek assistance from other members of staff as early as possible, since single-handed intervention increases the risks of injury to both parties and does not provide the necessary safeguards to all involved.

All staff who become aware that another member of staff is intervening physically with a pupil will have a responsibility to provide a presence and to offer the support and assistance that is requested.

Staff who have not been involved in the initial confrontation leading up to an incident may be in a better position to intervene or restrain the pupil if this proves necessary.

A pupil's behaviour may be adversely affected by the presence of an audience. Wherever possible, the audience will be removed, or if this is not possible, the pupil will be removed from the audience. The pupil and member(s) of staff will withdraw to a quiet, but not completely private, place (e.g., two members of staff should be present or a door left open so that others are aware of the situation).

Staff will tell the pupil being restrained, in a calm and gentle manner, that the reason for the intervention is to keep themselves and others safe. Staff will explain that as soon as the pupil calms down, she/he will be released.

All staff are aware that we operate a back-up system to enable staff to call for help in emergencies.



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## **Physical Intervention/Restraint Approaches which can be regarded as reasonable in appropriate circumstances**

The following approaches are regarded as reasonable in appropriate circumstances.

- a) Holding for security and to reduce anxiety where there is potential risk, even if the pupil is not yet out of control. This is most likely to be used when the pupil is anxious or confused. Its purpose is to defuse or prevent escalation. Staff should take care that their actions should in no way be capable of being interpreted by the pupil as aggression.
- b) Physically interposing between pupils.
- c) Blocking a pupil's path.
- d) Redirecting.
- e) Leading a pupil by the hand or arm.
- f) Shepherding a pupil away by placing a hand in the centre of the back.
- g) In extreme cases using restrictive holds.

## **Time Out Room**

There are group rooms at Elmley Castle C of E First School. These are used mainly for individual pupils to work away from their class group at times when staff judge this to be in the best interest of all concerned. Use of a group room as a result of physical intervention should only be used rarely and always under supervision.

When used it should be in the best interests of the young person and the following protocols will apply:

- The door **should not** be locked
- The handle may be held whilst it is unsafe to allow the pupil out of the room
- Pupils in the room must be observed at **all times**
- A member of the Senior Leadership Team needs to be informed
- A Team Teach form will need to be completed indicating the length of time the room has been in use
- A positive handling plan will be necessary for all pupils that need this intervention
- Parents/Carers will need to be informed about any incident that led to the use of the group room by a member of the Senior Leadership Team



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## Recording an incident

All incidents that result in non-routine interventions will be recorded in detail and within 24 hours of the incident on a Team Teach form (Appendix 2).

Pupil witnesses may also be asked to dictate an account if appropriate.

These notes should be kept in the Team Teach file, retained and recorded within a bound and numbered book. Individual Pupil's Positive Handling Plans may specify the need to keep a log of all incidents.

## Afterwards

The pupil and the member of staff will be checked for any sign of injury after an incident. First aid will be administered to anyone who requires it.

The pupil will be given time to become calm while staff continue to supervise her/him. When the pupil regains composure, a senior member of staff (or her/his nominee) will discuss the incident with the pupil and try to ascertain the reason for its occurrence. The pupil will be given an opportunity to explain things from her/his point of view. All necessary steps will be taken to re-establish the relationship between the pupil and the member(s) of staff involved in the incident.

In cases where it is not possible to speak to the pupil on the same day as the incident occurred, the debrief will take place as soon as possible after the pupil returns to school.

All members of staff involved will be allowed a period to debrief and recover from the incident. Time may be required to complete paperwork. This may involve access to external support. A senior member of staff (or her/his nominee) will provide support to the member of staff involved.

A member of the Senior Leadership Team will be informed at the earliest possible opportunity of any incidents where physical intervention or restraint was used. They will initiate the recording process if not already underway and review each incident to ensure that any necessary lessons are learned.

## Training of Staff

Elmley Castle C of E First School staff will receive Team Teach training (at least 2 on site) in order that they are able to safely and competently make physical interventions.



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## **Authorisation of staff to use Physical intervention**

We recognise that physical intervention will be used as a last resort to maintain a safe environment.

All staff are by the nature of their roles, authorised to use physical intervention if necessary. (See Appendix 1).

Best practice will be monitored. Refresher training to practice the use of techniques, as well as to disseminate any revised information (including updated DfE and Team Teach policies) will be included as part of the school's normal schedule of staff training.

These meetings will be open to all staff.

## **Recording and Reporting**

All reported incidents are logged on Behaviour Watch to provide information for recording, reporting and evaluation.

Governors will be informed of the number of physical interventions via the Head Report to Governors.

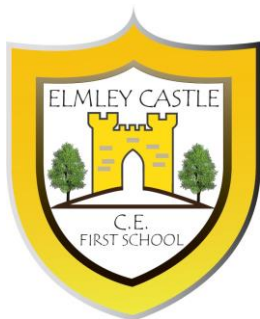
## **Arrangements for Informing Parents**

Parents will be informed of the school's policy regarding physical intervention in the following ways:

- At the outset of the introduction of this policy, all parents/carers will have access to the policy via the school website and a paper copy may be requested from the office.
- All parents will be informed after a non-routine incident where physical intervention is used with a child, unless there is concern that so informing will result in significant harm to the pupil.

## **Complaints**

If a parent or child is concerned about any aspect of the management of an incident requiring physical intervention, he/she should inform the Headteacher of their concern.



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If the concern relates to action by the Headteacher, the parent/carers should contact the Chair of Governors.

Sharing details of the incident and its record should enable the resolution of most complaints but if a parent remains concerned, they should contact an external agency (Police or Social Services) to provide an independent investigation of the circumstances. This will determine the necessity for further action.

**Appendix 1 - Positive Handling / Team Teach Reporting Form**

**Appendix 2 - Holds which require Appendix 2 to be completed**

**Appendix 3 - Code of Conduct**

## **Appendix 1 Elmley Castle C of E First School**

### Positive Handling / Team Teach Report

Name of Pupil .....

Date ..... Time .....

Duration of Incident .....

Staff involved (leader) 1. ....

2. ....

3. ....

4. ....

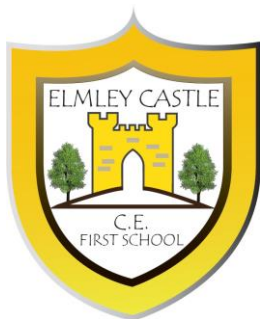
Names of Witnesses 1. ....

2. ....

3. ....

4. ....

Antecedents (events leading up to the incident)



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Behaviours (description of behaviour exhibited by the pupil)

Consequences (what happened and how was the situation resolved)

Injuries (to staff or pupil, type of injury and treatment, if any)

Debrief (was the incident talked through with the pupil and by whom?)

Any further Actions taken (e.g. Police or SSD involved, IBP etc)

Justification for Physical Intervention (please tick)

Physical safety of the pupil is at risk ☐

Physical safety of another pupil is at risk ☐

Physical safety of a member of staff is at risk ☐

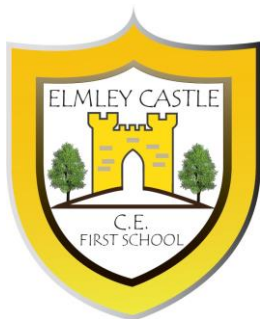
The pupil is attempting to harm his/herself ☐

To prevent or interrupt serious damage to property (describe) ☐

To prevent absconding ☐

To prevent disruption to other youngsters ☐





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To prevent the committing of a criminal offence ☐

Member of staff believes that any of the above was likely to occur ☐

De-escalation Strategies Used (state all strategies tried)

Physical Strategies Used (state types of escort/hold used and why)

Notification Copy of Form offered to Parent/Carer Yes/No

Parent/Carer informed? ..... By whom ..... When (date, time) .....

First Aid Offered? Yes/No First Aid Accepted? Yes/No

## Signatures

Staff involved (leader) 1. ....

2. ....

3. ....

4. ....

Witnesses 1. ....

2. ....

3. ....

4. ....

Completed by ..... Checked by (Member of SMT) ..... Date .....



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## Appendix 2

### Physical Interventions that require Team Teach forms to be completed

#### Neck Holds

- Steering Wheel
- Windmill
- Snake
- Neck Brace
- Elbow Guide
- Spin out of a strangle

#### Hair Responses

#### Bite Responses

#### Two Person Holds

- Friendly Position
- Single Elbow
- Double Elbow
- Figure of Four

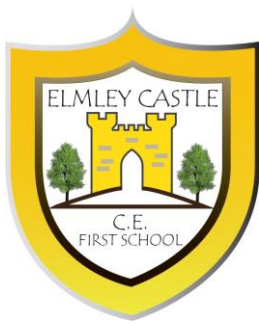
#### Separating Fights

#### T-Wrap

#### Half Shield

Any other physical interventions should be recorded in the incident book.

This list is subject to change when the policy is reviewed and/or after any refresher training.



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## Appendix 3

### CODE OF CONDUCT

- **To listen to others.**
- **To follow requests.**
- **To treat others with respect.**
- **To take care of all property, both our own and others.**
- **To be responsible for our own actions.**