

Brunshaw Primary School



***'Inspiring children to be resilient and aspirational learners,
within a positive and considerate community.'***

CARE AND CONTROL POLICY

September 2024

Introduction

This policy has been prepared for the support of all teaching and support staff who come into contact with pupils, and for volunteers working within the school to explain the school's arrangements for care and control.

The aims of this Care and Control Policy are to:

- Provide clarification on the use of reasonable force in school
- To enable staff to feel more informed and confident about the use of reasonable force when they believe it to be necessary
- To make clear the responsibilities of Headteacher, senior staff and the Governing Body in respect of this power

This policy is drawn from advice contained in the document 'Use of Reasonable Force –Advice for head teachers, staff and governing bodies' issued July 2013 by the Department for Education (DfE) and is drawn from the DfE 'Keeping Children Safe in Education' September 2022.

This policy should be considered in the context of the school's policy on Positive Relationships and Behaviour Policy, which strives to promote the emotional, social, physical and intellectual well-being of all children entrusted to our care.

Rationale

Good personal and professional relationships between staff and children are vital to ensure good order in school. We recognise that the vast majority of children in our school behave very well and conform to the expectations of the school and community. Schools have a responsibility to ensure that good behaviour is valued and that circumstances within the school are geared to enhancing each individual's own sense of value and worth.

This policy acts as a guide to staff in their Care and Control of children at Brunshaw Primary School. It acknowledges that in exceptional circumstances, staff may need to take action in situations where the use of reasonable force (physical intervention) may be required.

Every effort will be made to ensure that all staff in this school:

- Clearly understand this policy and their responsibilities in the context of their duty of care in taking appropriate measures where reasonable force (physical intervention) is necessary
- Are provided with appropriate training to deal with these difficult situations

This policy and guidance provides all staff charged with responsibility for the care and control of children with the legal framework in which they must operate. It also sets out to define the circumstances in which staff may judge it necessary and appropriate to use the application of reasonable force (physical intervention) to control or restrain a child.

Provided staff have acted within the guidelines of our policy and procedures on Care and Control – the Headteacher, Governors and Lancashire Education Authority would support their actions

Aims

- To enable each child to fulfil his/her potential within a safe, secure and supportive environment
- To encourage all children to follow the established Code of Conduct and maintain appropriate standards of behaviour

Objectives

- To ensure the safety and well-being of each child
- To ensure the safety and well-being of staff or of the general public
- To protect the environment
- To protect the child from causing personal injury to another or damaging the property of another
- To prevent the child engaging in any behaviour prejudicial to the maintenance of good order and discipline within the school or among any of its pupils

Good Practice

- Reasonable force (physical intervention) will be the last resort after all other de-escalation strategies have been unsuccessful
- Reasonable force (physical intervention) will be used with the minimum external force and the maximum care
- Staff will use forms of physical control as set out in this document or for individual pupils as agreed with parents and carers
- All serious incidents involving incidents of restrictive physical intervention will be recorded on a Record of Restrictive Physical Intervention (RRPI) form and logged onto the schools online CPOMS system. This form will be added on by the member of staff involved and will also be attached onto SIMS by the bursar. See attached appendix 1 RRPI Form
- Parents will be informed verbally on the same day, if possible, but always within 24 hours. A record of the discussion will be made.

Definitions

- **Physical Contact** – situations in which proper physical contact occurs between staff and pupils, e.g. in the care of pupils with learning disabilities, in games/PE, to comfort pupils
- **Reasonable force (physical intervention)** – This may be used to divert a compliant pupil from a destructive or disruptive action, e.g. guiding or leading a pupil by the hand, arm or shoulder
- **Physical Restraint** – This will involve the use of restrictive physical restraint when there is an immediate risk to self, other pupils, staff or property. All such incidents must be recorded.

The action taken by teachers and other staff, authorised by the Headteacher to have control or charge of pupils, is that they are expected to use reasonable force to prevent a child or young person from doing or continuing to do any of the following:

- Committing a criminal offence (including behaving in a way that would be an offence if the pupil were not under the age of criminal responsibility)
- Injuring themselves or others
- Causing damage to property (including pupils' own property)
- Engaging in behaviour prejudicial to maintaining good order and discipline at school or among any of its pupils, whether that behaviour occurs in a classroom during a teaching session or elsewhere

The provision applies when a teacher or authorised person is on the school premises and when he/she has lawful control of the children concerned elsewhere e.g., on a field trip or other organised out of school activity.

Types of incidents

There are a variety of instances where the use of reasonable force (physical intervention) might be appropriate/necessary to control or restrain a child or young person. Generally, there will be three main categories:

1. Where action is necessary in self-defence or because there is an imminent risk of injury, for example:

- A pupil assaults a member of staff, another pupil or is self-harming
- Pupils are fighting

2. Where there is a developing risk of injury, or significant damage to property, for example:

- A pupil is engaged in, or is on the verge of committing deliberate damage to property
- A pupil is causing, or is at risk of causing injury or damage by accident by rough play, out of control behaviour or the misuse of objects
- A pupil is running in a corridor or on a stairway in a way in which he/she might have or cause an accident likely to injure him/herself or others
- A pupil tries to leave the school without permission and such an action is judged to put them at risk within the community.

3. Where a pupil is behaving in a way that is compromising good order and discipline, for example:

- A pupil persistently refuses to obey an instruction to leave the classroom
- A pupil behaving in a way that is seriously disrupting a lesson i.e., that learning is becoming impossible for other members of the class

Where the school is aware that a child is likely to behave in a way that may require the use of reasonable force (physical intervention), it is essential to plan how to respond if and when the need arises. Behaviour Plans need to address:

- Managing the pupil (strategies to de-escalate the conflict, what reasonable force to be used and what forms of words are most likely to lead to calm).
- Immediate 1:1 sessions arranged with one of the Pupil and Family Support Workers to identify cause of behaviour and provide appropriate and relevant support

- The involvement of the child and their parents/carers in the plan, thus ensuring all parties are clear about what action will be taken and why
- Staff awareness of the plan and their part in it
- Planning where appropriate how additional support can be summoned in the event of the plan being used
- Ensuring that the individual needs of the child are taken into account

It is very important to acknowledge that the vast majority of behaviour, not meeting expectations, is responded to through management strategies that do not rely on reasonable force (physical intervention).

Authorised Staff

At Brunshaw Primary School all teaching staff (including TAs and the Pupil and Family Support Workers) are authorised to use reasonable force (physical intervention).

Authorisation is NOT given to volunteers, parents or supply teachers. Those whom the Headteacher has not authorised will be given clear steps to follow in the case of an incident where control or restraint is needed, e.g., to contact an authorised member of staff immediately. From time-to-time authorised staff will, perhaps, not be able to carry out these duties for medical reasons.

Local Authority staff working within school – support services have their own policies of care and control of pupils, but service staff will, whilst on school premises, be expected to be aware of and operate within the policy of the school.

Strategies for de-escalating challenging behaviour

Staff consistently use positive strategies to encourage acceptable behaviour and good order. Every effort will be made to resolve conflicts positively and without harm to pupils or staff, property, building or the environment. Where unacceptable behaviour threatens good order and discipline and provokes intervention initially the school Behaviour Policy should be followed and then, some or all of the following approaches should be taken according to the circumstances of the incident:

- Verbal acknowledgement of unacceptable behaviour with instruction for the pupil to refrain; (this includes negotiation, care and concern)
- Further verbal reprimand stating:
 - That this is the second instruction for compliance
 - An explanation of why observed behaviour is unacceptable
 - An explanation of what will happen if the unacceptable behaviour continues
- Warnings of intention to intervene physically and that this will cease when the pupil complies. If possible, summon assistance.
- Use of reasonable force (physical intervention).

Acceptable measures in the use of reasonable force (physical intervention)

The use of any degree of force 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 gender of the pupil are taken into account
- It is likely to achieve the desired result
- Wherever possible assistance should be sought from another member of staff before intervening.

Reasonable force (physical intervention) uses the minimum degree of force necessary for the shortest period of time to prevent a pupil harming him/herself, others or property.

Reasonable force (Physical intervention) may involve staff:

- Physically interposing themselves between pupils
- Blocking a pupils' path
- Escorting a pupil compliantly
- Shepherding a pupil away compliantly
- In extreme circumstances, staff may need to use more restrictive intervention techniques, normally with prior agreement from parents or carers

Recording

Where reasonable force (physical intervention) has been used to manage a pupil's behaviour, a record of the incident will be logged onto CPOMS. Where reasonable force (physical intervention) involving restricting a pupil has been used a Record of Restrictive Physical Intervention form (RRPI form) will be completed and logged onto CPOMS under the relevant child's details. An additional record of the completed RRPI form will be saved in SIMs by the office staff.

Details will include:

- How the incident developed
- Attempts made to calm the situation
- Names of any staff or pupils who witnessed the incident
- The outcome of the incident, including any injuries sustained, by any pupil or member of staff
- Any damage to property which resulted
- Whether/how parents have been informed
- After investigation, a summary of actions taken

Staff may find it helpful to seek advice from a senior colleague or representative of their professional association/union when compiling a report.

The RRPI report should be completed as soon as possible after the incident and logged in CPOMS, prior to staff going off duty and be signed by all staff involved and the Headteacher. Where staff have been involved in an incident involving reasonable force (physical intervention) they should have access to counselling and support if needed. Within the school, this will be made available through the Headteacher. Staff may also contact the Directorate Stress line and/or the County Council's Welfare and Counselling Section.

Action after an incident the Headteacher 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:

- Child protection procedure (this may involve investigations by the Police and/or Social Services)
- Staff Facing Allegations of Abuse Procedure
- Staff or Pupil Disciplinary Procedure
- School Positive Relationships and Behaviour Policy
- Exclusions Procedure

The member of staff will be kept informed of any action taken.

In the case of any action concerning a member of staff, he/she will be advised to seek advice from his/her professional association/union.

Complaints

The availability of a clear policy about reasonable force and early involvement of parents should reduce the likelihood of complaints but may not eliminate complaints. Any complaints about staff will be dealt with under the School's Complaints Procedure. The Chair of Governors will be informed of complaints; however other governors will not be involved as a complaint may require further action on their part.

Monitoring of incidents

Whenever a member of staff has occasion to use restrictive reasonable force (physical intervention), 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 Headteacher to the needs of any pupil(s) whose behaviour(s) can only be contained by the use of reasonable force (physical intervention). The process will also address patterns of incidents and evaluate trends that may be emerging.

After discussion with staff it has been agreed that the following techniques would be adopted at Brunshaw Primary School:

Other reasonable force
techniques and explanations:

Hand hold -

Child walks calmly and co-operatively with staff away from situation holding the hand of the adult.

Calm Stop -

Placing open hands against upper outer arms of pupil to calm the pupil

Upper shoulder child guide -

Child is gently guided by adult who places hands gently on the child's shoulders in a reassuring manner. Where deemed necessary a member of staff at each side will guide the child.

Finger wrap -

Adult wraps hand round child's fingers to prevent child from scratching, nipping or poking.

Controlled release -

Used when staff judge that continuing to 'handle' a child presents more risk of harm than release.

Appendix 1

Brunshaw Primary School POLICY ON CARE AND CONTROL OF PUPILS RF1 - RECORD OF THE USE OF REASONABLE FORCE

Reference should be made to the School's Policy on Care and Control of Pupils (Recording) before completing this report form. This report should normally be completed as soon as practically possible after the incident.

Name of Pupil	_____	Class	_____
Date/Time of Incident	_____	Place	_____
Reporting Staff	_____		
Staff Witnesses	_____		
Child Witnesses	_____		

1. RECORD OF INCIDENT - Reason why reasonable force was deemed necessary:

- Was the child concerned liable to injury? Yes / No
- Were other children liable to injury? Yes / No
- Were staff liable to injury? Yes / No
- Was property about to be damaged? Yes / No
- Was good order prejudiced? Yes / No
- Other reasons: _____

Concise details of how the incident began, nature of pupil behaviour, the use of techniques other than physical control to defuse the situation, and measures taken to avoid harm to the pupil.

Description of physical intervention/control/restraint used, including the degree of force used, how that was applied, and for how long.

Record of any injuries to pupils/staff (a body map should be attached [LACPC Multi-Agency Policy, Guidance and Procedures]).

Record of any damage to property.

Measures taken to ensure that the pupil was calmed after the incident.

Signature:

Date:

Name:

Designation:

PLEASE HAND COMPLETED FORM TO THE HEADTEACHER/DEPUTY HEADTEACHER

2. ACTION TAKEN BY HEADTEACHER/DEPUTY HEADTEACHER/SENIOR MANAGER

2.1 Name _____ Designation _____

2.2 Incident Book completed Yes / No

Signed by Headteacher Yes / No Head to initial action ☐

Parents informed Yes / No

Incident discussed with pupil Yes / No

Time _____ Date _____

Other Professionals informed Yes / No

Name	Designation	Date Informed

2.4 Action Log (any other actions taken/follow up from other professionals etc.)

Date

Summary of Actions/Reports

Written: September 2024
Next review: September 2025