

FOX WOOD SCHOOL



POSITIVE HANDLING POLICY

Headteacher: Miss Lucinda Duffy

Fox Wood School
Woolston Learning Village
Holes Lane
Woolston
Warrington
WA1 4LS

Tel: 01925 811534

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Positive Handling Policy (incorporating Restrictive Physical Intervention)

‘The use of Positive Handling to manage
Physically Challenging Behaviour.’

This policy has been developed in response to The Education and Inspections Act 2006 section 93 which reinforces, supercedes and replaces previous guidance. It also takes cognisance of The Education Act 2011, and follows the DfE guidance for ‘Use of Reasonable Force’ 2013. This guidance will be reviewed in light of any further change.

The policy should be read in conjunction with other school policies and guidance relating to interaction between adults and pupils e.g Manual Handling Policy, Child Protection Policy, Behaviour Policy and all relevant documentation pertaining to safeguarding children

The 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. Its contents are available to parents and where appropriate, pupils and a statement about Positive Handling is made to parents in the school prospectus. Copy of the policy is also on the school website.

Purpose:

Good personal and professional relationships between staff and pupils are vital to ensure good order in school. It is recognised that the majority of pupils in our school respond positively to the behaviour management strategies practiced by staff. In developing appropriate behaviour in our pupils, the school promotes the use of a range of techniques. It also acknowledges that some pupils' behaviour may be so severe as to require the use of reasonable force (see section 550A of the Education Act and July 2002 Guidance on the use of Restrictive Physical Interventions) to ensure his/her and others' physical well-being.

Fox Wood School acknowledges that physical techniques are only part of a whole school approach to behaviour management and draws from the school's own experience of “best practice” combined with the principles and practices of Team-Teach and the department for Education ‘Use of reasonable Force July 2013’.

Team-Teach is a structured, non-violent, staff development programme that promotes techniques that are effective in the de-escalation and management of anger and aggression, utilising therapeutic, educational, awareness and communication handling strategies. It puts an emphasis on whole teams of people working together to teach and help facilitate change, using restrictive physical interventions as a **last resort**.

Every effort will be made to ensure that all staff at Fox Wood School:

- (i) 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
- (ii) Are provided with appropriate training to deal with these difficult situations.

Minimising the need to use force

At Fox Wood School we constantly strive to create a calm environment that minimises the risk of incidents arising that might require the use of force. In addition to this, pupils who present with challenging behaviour have an Individual Behaviour Plan (IBP).

Pupils who have issues relating to sensory dysfunction, ASD or other conditions that may result in increased anxiety levels, and therefore an increase in the likelihood of challenging behaviour, may have an individualised behaviour target to help them to manage this.

Staff are trained in skills to help them to defuse situations before behaviour becomes challenging and how to de-escalate incidents should they arise.

Reasonable force will only be used when the risks involved in doing so are outweighed by the risks involved in not using force.

Implications of the policy.

The Education and Inspections Act 2006 stipulates that reasonable force may be used to prevent a pupil from doing, or continuing to do any of the following:

- self – injuring
- causing injury to others
- committing a criminal offence
- engaging in any behaviour prejudicial to maintaining good order and discipline at the school or among any of its pupils, whether the behaviour occurs in a classroom during a teaching session or elsewhere within school (this includes authorised out-of-school activities).

As teaching and support staff work ‘in loco parentis’ and have a ‘Duty of Care’ towards their pupils, they could be liable for a claim of negligence if they fail to follow the guidance within this policy. The use of Team Teach techniques and interventions are one of our control methods for reducing risks presented by pupils challenging behaviour. Pupils’ Individual Behaviour Plans are Safe Systems of Work under Health and Safety Regulations. As such it is imperative that these plans are followed and implemented by all members of staff.

The application of any form of physical control inevitably carries an attached risk of unintended harm and this places staff and the school at risk of potential litigation. It can only be justified according to the circumstances described in this policy. Staff, therefore, have a responsibility to follow this policy and to seek alternative strategies wherever possible in order to prevent the need for physical intervention. Staff need to be aware that they are responsible for:

- assessing risks related to individual circumstances which may arise in the course of their day-to-day duties (Dynamic Risk Assessment)

- making judgments about when the use of force is necessary and the degree of force which may be regarded as necessary to manage a situation.

Staff need to be aware that they are required to record their decisions in writing through the recording and reporting procedures currently in place at Fox Wood School.

The Education Act 1996 Section 5502A gives schools the power to search pupils for prohibited items. The Education Act 2011 and subsequent DfE guidance of July 2013 extends these powers. At Fox Wood School it is extremely unlikely that pupils would conceal weapons and therefore staff have not received training in weapons disarmament. If the school decides that a weapons search is necessary, the school's advanced team teach instructors (who have received training in weapons disarmament) will be called for. If the instructors are unavailable then the police would be called.

Definitions of Positive Handling.

Positive Handling describes a broad spectrum of risk reduction strategies. Positive handling is a holistic approach involving policy, guidance, management of the environment and deployment of staff. It also involves personal behaviour, diversion, diffusion, and de-escalation. Positive Handling Plans, which form part of the Individual Behaviour Plan, are a plan for the positive management of pupils' challenging behaviour. They are based on a risk assessment and identify positive prevention strategies and how a pupil may need to be supported in a crisis.

1. Physical Contact

Situations in which appropriate physical contact occurs between staff and pupils, e.g., in the care of pupils and in order to support their access to a broad and balanced curriculum. It would seem reasonable that young children do require opportunities for close contact such as cuddles/hugs and as long as this is within public view, sensitively carried out and age/person-appropriate the Governors would fully support this approach.

2. 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 arm or shoulder where the pupil is compliant.

This technique cannot be emphasised enough and in the hands of a skilful practitioner many pupils can be deflected from a potentially volatile situation into a less confrontational situation i.e. it may be possible to "defuse" a situation by a timely intervention.

3a. Restrictive Physical Intervention (RPI)

This will involve the use of reasonable force when there is an immediate risk to pupils, staff or property. **All such incidents must be recorded** using 'Reveal' (a secure on-line behaviour tracking system) Printed copies of which (appendix 1a and 1b) are retained by the Head Teacher.

If anyone is injured as a result of using RPI an injury form should be completed using the 'Injury Form' from 'Reveal' (see appendix 6). Records of incidents must be entered onto the system as soon as possible and by the end of the school day for the Pupil Support Manager to monitor. The behaviour tracking system allows for the recording of injuries, these should also be entered onto reveal too. Serious injuries however, are entered onto a HSA2 form, Warrington Bouough Council are notified of such injuries.

The level of compliance from the pupil determines whether or not the interaction is an intervention or a Restrictive Physical Intervention.

Restrictive Physical Intervention is defined by Team Teach as the positive application of force by staff, in order to overcome rigorous resistance; completely directing, deciding and controlling a person's free movement.

3b. Reasonable Force

- (i) The term 'reasonable force' covers the broad range of actions used by most teacher at some point in their career that involve a degree of physical contact with pupils.
- (ii) Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a pupil needs to be restrained to prevent violence or injury.
- (iii) 'Reasonable in the circumstances' means using no more force than is needed.
- (iv) As mentioned above, schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.
- (v) Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.
- (vi) School staff should 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 the pupil.

Planned and emergency physical interventions

A **planned intervention** is one that is described/outlined in the pupil's Individual Behaviour Plan and Handling Plan. This should cover most interventions, as possible scenarios will be identified and planned for when the Individual Behaviour Plan and Handling Plan are drawn up. These interventions may include the use of Team Teach techniques.

An **Emergency Physical Intervention** may be necessary if a situation arises that was not foreseen or is uncharacteristic of the pupil. Members of staff retain their duty of care to pupils and any response, even in an emergency, must be proportionate to the circumstances. Staff should use the minimum force necessary to prevent injury and maintain safety, consistent with the training that they have received. Following any such incident, an Individual Behaviour Plan and Handling Plan will be devised (or the existing plan updated) to support effective responses to any such situations which may arise in the future.

Wherever possible assistance will be sought from another member of staff. Positive Handling at Fox Wood School (defined as the full range of strategies used to manage behaviour including, where necessary, physical intervention) is seen as a proactive response to meet individual pupil needs. Any such measures will be most effective in the context of the overall ethos of the school, the way that staff exercise their responsibilities and the range of behaviour management strategies used.

Seclusion, time out and withdrawal

At Fox Wood School 'Time Out' and 'Withdrawal' can be used as a strategy for diffusion and de-escalation ; often as part of a pupil's Individual Behaviour Plan or Positive Handling Plan.

'Seclusion' will only ever be used once in the case of an emergency.

Time out: This involves restricting the pupil's access to positive reinforcements as part of the behavioural programme in a room or area which they may freely leave. It is a specific behaviour management technique and does not necessarily mean time spent out of the class/group, but rather refers to a withdrawal of attention and/or things they find rewarding (it could be as simple as turning away from a pupil who is attention seeking, or positioning a pupil away from the class/group). This withdrawal of attention could also be achieved by sending a pupil to another class/group or a quiet area.

Withdrawal: This involves removing the pupil from a situation which causes anxiety or distress to a location where they can be continuously observed and supported until they are ready to resume their usual activities. This can mean removing a pupil from the class/group to allow them time to calm down or to prevent a situation from escalating. They may need time away from staff and pupils (either on their own or in another class/group) in order to break the cycle/pattern of their behaviour or to reduce their level of anxiety/distress. This "quiet time" could be time in the playground, a quiet room, or sitting in an empty classroom supervised by a member of staff authorised to use Team Teach.

This temporary use to the Quiet Room will be continually monitored by a member of staff. It is a risk assessed, personalised and structured (reported, recorded and reviewed) strategy, an action documented as in the child's best interests, with the aim of preventing the risk of harm. This would include the risk of physical or psychological harm and the risk of harm to a safe environment. Its use is for identified pupils only and is just one of a range of behaviour management strategies used.

The Use of a Seclusion Room: The use of a welcoming looking seclusion room needs to be planned carefully around the needs of the young person. It should not be seen as a negative sanction but as a place of safety that allows the pupil to manage their own behaviour in a quiet place. Staff will be with the pupil at all times. Under no circumstances will any young person be locked in a room by themselves. The use of the seclusion room will only be used in exceptional circumstances to ensure the health and safety of pupils and staff and must be agreed by the SLT. Its use for any individual young person is reviewed regularly to ensure that its use does not actually lead to further negative responses but helps the young person manage their own emotions in a safe manner.

Where a pupil uses the Quiet Room and the door is closed then this must be recorded on a Withdrawal Support form and the pupil's behaviour/response documented every 5 minutes until the door is opened or a member of staff enters the Quiet room.

Underpinning values

Everyone attending or working in Fox Wood School has a right to:

- recognition of their unique identity
- be treated with respect and dignity
- learn and work in a safe environment
- be protected from harm, violence, assault and acts of verbal abuse

Pupils attending Fox Wood School and their parents have a right to:

- individual consideration of pupil needs by the staff who have responsibility for their care and protection;
- expect staff to undertake their 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 working in school;
- expect Individual Behaviour Plan to be designed to achieve outcomes that reflect the best interests of the child whose behaviour is of immediate concern and others affected by the behaviour requiring intervention;
- be informed about the school's complaints procedure.

The school will ensure that pupils understand the need for and respond to clearly defined limits, which govern behaviour in the school in a way appropriate to individual pupils.

Judgements

It may be necessary to make a judgement about the relative risks and potential benefits arising from activities which might provoke challenging behaviours compared with the impact on the pupil's overall quality of life if such activities are not allowed.

A decision to use therapeutic devices to prevent inappropriate behaviour **MUST** be agreed by a multi-disciplinary team in consultation with parents/carers.

Deciding whether to use Restrictive Physical Interventions and Risk Assessment

Some pupils may seek confrontation. Such confrontation will need to be de-escalated skilfully by staff. They should ensure they do not model aggressive behaviour. Rather such behaviour should be discouraged in a calm and well-measured style. The basic school rules and generic behaviour system should reduce the possibility of major issues occurring. The restrictive physical management of pupils should only be used in extreme situations – **a last resort rather than a first response**

Both challenging behaviour and restrictive physical interventions will involve a risk – to both staff and pupils, risk assessment aims to balance these risks. The aim of the Individual Behaviour Plan and of this policy is to reduce the risks associated with pupils' challenging behaviour as far as is reasonably practicable – the risks that are associated with the behaviour itself and the risk of managing that behaviour. The risks of employing an intervention should be lower than the risks of not doing so.

Pupils whose challenging behaviour may pose a risk to staff or pupils or themselves will be the subject of a Risk Assessment and will have an Individual Behaviour Plan drawn up as a result of this. These will be shared and signed by the class team, the parent, the headteacher and pupil support team and will be displayed in the classroom for others to see.

All staff authorised to use physical intervention with pupils receive training in Team Teach techniques and receive information about the risk to pupils of positional asphyxia. There are very clear protocols delivered during training to minimise the possibility of this and to ensure that appropriate safeguards are implemented.

Before using restrictive physical intervention, the following key points should be considered in relation to any given situation:

It is essential that the use of restrictive physical intervention is not seen as an easy option. Every effort must be made to look for effective ways of working with pupils which do not involve using them. Pupils' Individual Behaviour Plans should set out clear strategies which should be followed:

- The circumstances in which the use of force is appropriate can include those where it is imperative that pupils comply with instructions, for example to stop hitting another pupil or damaging property, or not leaving the room when repeatedly asked to do so and if there is a risk of injury to the pupil.
- In the overwhelming majority of cases, staff should first give pupils a warning, a clear direction and the opportunity to comply. The issue is not about whether staff can ever enforce compliance but rather in which circumstances it would be reasonable to do so.
- In most cases, force will not be justified in order to obtain compliance because other strategies will work or the issue is not serious enough to demand it.
- In summary, any restrictive physical intervention needs to be **reasonable, necessary and proportionate**.

Whilst the use of restrictive physical intervention is generally deemed to be the last resort, there are circumstances where this will not apply. Records of incidents involving particular pupils will sometimes show that there are set patterns to their behaviour which, if unchecked, will lead to it becoming dangerous to themselves or others. In these circumstances, it could be reasonable to exercise a mild degree of restrictive physical intervention at a relatively early stage. To ensure that this early intervention is only ever

used when justified, records of incidents are regularly reviewed and used to inform the management strategies or the pupils concerned. Such a use of force may include staff physically preventing a young or an upset child from running out onto a busy road.

Before using Restrictive Physical Intervention, consider these 10 points.

Communication - Have you tried all opportunities and strategies to help the child to communicate?

Choice - Have you offered another activity, encouraged the pupil to choose?

Environment - Have you offered a change of location? Have you adapted the environment to help the pupil? Is it too hot? Too noisy?

Physical Needs - Have you considered hunger, thirst, pain, heat, cold, tiredness, toilet?

Interaction - Have you offered a change of staff, respond to the need for attention, space etc?

Therapeutic Alternatives - Have you offered music, play, art?

Relaxation - Have you tried deep breathing, slow breathing, and colour breathing techniques?

Calming Techniques - Have you used verbal and non verbal techniques such as reflection, empathy, reassurance, redirection, rewards?

Listening Techniques -Have you listened, read the signs, picked up cues and given prompts rather than hurrying to give advice?

Sensitivity -Have you helped to restore the pupil's confidence by sensitivity and not by being confrontational, have you offered a constructive functional activity?

Sensory needs – have you given the child access to their sensory diet if one is in place for them

Health and Safety of Staff

Under the Health and Safety at Work Act 1974, employees have a responsibility to report any circumstances which give rise to an increased risk to their Health and Safety. .

Staff who have, or acquire, permanently or temporarily, any medical condition that may impact on their ability to carry out pupils' Individual Behaviour Plan have a duty to report these to the Head teacher immediately as there may be an impact on their own safety and that of colleagues and/or pupils. This will need to be supported by a letter supporting this form from a GP/specialist.

Using Force

No legal definition of reasonable force exists however for the purpose of this policy and the implementation of it in Fox Wood School:

- Positive Handling uses the **minimum** degree of force necessary for the **shortest period of time** to prevent a pupil harming himself, herself, others or property.
- The scale and nature of any physical intervention must be **Reasonable Proportionate** and **Necessary** to both the behaviour of the pupil to gain compliance, and the nature of the harm they might cause.

- Staff are expected to follow the pupil's Individual Behaviour Plan in the first instance to manage an incident/challenging behaviour
- If this was unsuccessful and the situation continues to escalate staff would then be expected to employ other Team Teach techniques that they have been trained in.
- Only if all of the above have been tried and are unsuccessful should staff even consider any other form of restraint. The overriding consideration should still be the reasonableness and proportionality of the force used.

All of the techniques used take account of a pupil's;

- age
- gender
- level of physical, emotional and intellectual development
- special needs
- social context

They also provide a gradual, graded system of response. Where behavioural records and/or risk assessment identifies a need for a planned approach, Individual Behaviour Plans and Handling Plans are written for individual pupils and where possible, these will be designed through multi agency collaboration and, with parental consent, shared with other agencies/services supporting the pupil to facilitate consistency of approach so far as is possible.

Staff Training

Training at some level will be available for **all** staff at Fox Wood. For most staff this is enhanced by Team Teach training in the use of positive handling and it is the responsibility of the Head teacher and the school's Team Teach tutors to ensure this training is kept up to date.

No member of staff will be expected to use Team Teach techniques without appropriate training. Prior to the provision of training, guidance will be given on action to be taken. Arrangements will be made clear as part of the induction of staff and training will be provided as part of on-going staff development.

Fox Wood School is committed to using Team Teach. Team Teach Ltd is a training provider that is accredited through the Institute for Conflict Management (ICM). We acknowledge that physical techniques are only a part of a whole school approach to behaviour management.

Most school staff working directly with pupils receive the 12-hour Basic Course in Team Teach as the school is considered to be a medium risk setting. This is in line with the Use of Reasonable Force Advice 2013, Warrington Borough Council Guidance and Team Teach

policy. This level of training is required for most staff as they are expected to be able to actively support each other, and pupils, if an incident occurs and a pupil needs physical intervention to keep themselves and/or others safe.

However, there are some staff who have physical difficulties that mean they would be less likely to be as physically involved in an incident and would play a supporting role rather than being physically involved. Staff should highlight their needs at the time of training or whether their physical circumstances change to the Head Teacher, Senior leaders or Team Teach tutors.

Support Following Incidents

Physical techniques are not used in isolation and the school is committed to ensuring that as a result of incidents learning opportunities are created for pupils that allow them to 'own' and take responsibility for their behaviour at a level appropriate to their stage of development.

Team-Teach techniques seek to avoid injury to the service user, but it is possible that injury may occur accidentally, and this is not to be seen necessarily as a failure of professional technique, but a regrettable and infrequent side effect of ensuring that the service user remains safe. (George Matthews – Director of Team Teach). Any such injury will be reported using the HSA2 form. In addition procedures are in place to ensure that appropriate support is provided for staff and that following an incident pupil/staff relationships are rebuilt and repaired to ensure that a positive learning environment is maintained. Wherever RPI is used, pupils will be seen by a first aider.

Visits out of school

Our equal opportunities policy states that all pupils, where the risk assessment allows, should be included in all curriculum activities. However, Health and Safety remains a priority and staff should carry out risk assessments for each pupil prior to each visit into the community.

Due consideration should be given to the following:

- Is the pupil able to cope with the demands of the proposed visit?
- Are there sufficient, suitably trained staff - particularly if there should be an incident?
- How will you contact school to get extra help if necessary and how will you get back?

Staff also carry a laminated card with them during off-site activities that can be passed to members of the public as necessary about who to contact if they are concerned about the incident they may have witnessed.

Authorised staff

All Staff who have been authorised to have charge of pupils automatically have the statutory power to use 'reasonable force' within the context of The Education and Inspections Act 2006 and the subsequent guidance 'The Use of Reasonable Force to Control and Restrain Pupils'.

Supply staff must ensure that they are familiar with this school's policy. Appropriate guidance will be given if they have not undertaken Team Teach training. Supply staff who are Team Teach trained should only use techniques they have been trained to use.

The school provides training for all authorised staff and the Pupil Support Manager retains a list of all those staff trained and authorised. The list is reviewed on an annual basis.

Authorisation is not given to volunteers, students on placement, visitors or parents as they will not have charge of pupils who may present with challenging behaviour, but will be supervised at all times.

The Head Teacher is responsible for making clear to whom such authorisation has been given, in what circumstances and settings they may use force and for what duration of time this authorisation will last. The Head Teacher will ensure that those authorised are aware of, and understand, what the authorisation entails.

Those whom the Head Teacher has not authorised will be told what steps to take in the case of an incident where Restrictive Physical Intervention is needed. All staff will receive training in Managing Behaviour as part of their Induction Training and will be made aware of the "staff help" protocol.

All members of staff are reminded that all pupils who have challenging behaviour have an Individual Behaviour Plan and Handling Plan, which should be strictly adhered to. These plans are reviewed regularly at Behaviour Review Meetings and all staff are encouraged to make a contribution to the plans. A pupil's Individual Behaviour Plan and Handling Plan constitutes a Safe System of Work under the Health and Safety Regulations. If any member of staff believes that an Individual Behaviour Plan and Positive Handling Plan is no longer effective/suitable for any reason they MUST discuss this with the Pupil Support Manager and the level 4 teaching assistant with responsibility for pupil support **before** making any adjustments to it.

Strategies for managing children with challenging behaviour:

Every effort will be made to resolve conflicts positively and without harm to pupils or staff, property, buildings or the environment. At Fox Wood School we use a range of diffusion and de-escalation strategies to support pupils. Where unacceptable behaviour threatens good order and discipline and provokes intervention, some or all of the following approaches should be taken according to the circumstances of the incident and with regards to Circular 11/07.

- Acknowledgement of unacceptable behaviour with request for the pupil to refrain; (this includes negotiation, care and concern)
- Further communication stating:
 - that this is a repeated request for compliance;
 - visual representation on the instruction
 - an explanation of why observed behaviour is unacceptable;

- an explanation of what will happen if the unacceptable behaviour continues.

- A statement of intent that physical intervention may well be used alongside a reminder that holding will cease when the pupil indicates compliance. If possible summon assistance from other staff members or call for assistance by phone
- Physical intervention. Reasonable force being applied to prevent a pupil harming him or herself, others or property.

Training in physical interventions given to staff includes sections on the current legal framework, background, theory and rationale behind the Team-Teach Approach as well as an understanding of personal space, body language and a personal safety curriculum before any physical techniques are taught.

Recording:

Where Restrictive Physical Intervention has been used a record of the incident will be kept. This record should be made using 'Reveal'. Printed copies of which (appendix 1a and 1b) are retained by the Head Teacher.

Where Restrictive Physical Intervention occurs in the absence of 'Reveal' e.g. during a residential visit or during a period of computer/system failure, the record should be made in the school Serious Incident Book (Bound and Numbered Book). This is retained by the Head Teacher. In addition, a recording and reporting form will be completed (see appendix 4)

Parents will be informed when restrictive physical intervention has been used by letter (Appendix 3) and also a telephone call.

Appropriate documentation will be completed as soon as possible after the incident, normally prior to staff going off duty and be signed by all staff involved and the Head Teacher.

After the review of the incident, a copy of the details will be archived.

The practical exercise of 'de-briefing' post incident can be a valuable exercise for pupils to enable them to reflect on their behaviour and so find more positive solution in the future. It is recognised however, that the act of 'de-briefing' may not be a positive exercise for all our pupils (particularly those with autism). Here, a de-brief may cause a pupil to re-enter the conflict spiral and so cause the incident to reoccur. Each pupil who has an IBP will have access to a personalised de-brief sheet (appendix 5) which will be completed as necessary depending upon if the pupil is ready for a de-brief.

A Health and Safety Physical/Verbal Attack Form (HSA2) – (see Appendix 2) will be completed where incidents occur that do not require the use of RPI. This form is also completed and returned to the local Authority in situations where a serious injury has occurred to either members of staff or pupils. Where staff have been involved in an incident involving reasonable force they should have access to counseling and support.

These forms can be found in the staffroom

Serious Incident (bound and numbered book) is kept in the school office

Action after an incident:

The Head teacher will ensure that each incident is reviewed and investigated 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:

- Review of Behaviour Management Plan , IEP ,Positive Handling Plan.
- Child Protection Procedure (this may involve investigations by Police and/or Social Services)
- Staff or Pupil Disciplinary Procedure
- School Behaviour Policy
- Exclusions Procedure in the case of violence or assault against a member of staff or other pupil(s).

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

Support Following Incidents.

Physical techniques are not used in isolation and the school is committed to ensuring that as a result of incidents learning opportunities are created for the pupils that allow them to 'own' and take responsibility for their behaviour at a level appropriate to their stage of development.

In addition procedures are in place to ensure that appropriate support is provided for the staff and that following an incident pupil/staff relationships are rebuilt and repaired to ensure that a positive learning environment is maintained.

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 them.

Any complaints about staff will be investigated through the School's Complaints Policy. If necessary the complaint will be dealt with by the Staff Disciplinary Procedures and/or Child Protection Procedures. The Dealing With Allegations Of Abuse Against Other Teachers And Staff Guidance makes it clear that after an allegation a person must not be suspended automatically.

Monitoring incidents:

Whenever a member of staff has occasion to use reasonable force, this will always be recorded and documented following agreed procedures. Monitoring of incidents will help to

ensure that staff are following the correct procedures and will alert the Head teacher to the needs of any pupil(s) whose behaviour may require the use of reasonable force.

Monitoring of incidents will take place by the Pupil Support Manager on a regular basis and the results used to inform planning to meet individual pupil and school needs. In addition, at Fox Wood School, reports are discussed with the Health and Safety Governors Committee each term and shared through the minutes with the full governing body. The named Governor supports this process.

Additional monitoring of incidents take place ever two weeks between the Deputy head and the Pupil Support Manager.

Whistle Blowing

Whilst the training in Team Teach provided to all staff encourages the use of help protocols and reflective practice, it is acknowledged that under some circumstances, physical intervention can be misapplied. Staff are reminded that part of their duty of care to pupils includes the requirement to report any such matters which cause them concern in relation to pupil management and welfare. Any such concerns, (short of immediate Child Protection concerns which should of course be passed to the Designated Senior Lead for Safeguarding), should be raised with the Head Teacher and Team Teach Tutors, a senior leader or with the Chair of Governors in order to allow concerns to be addressed and practice improved.

		Ref No:	
Warrington Borough Council			
HSA2 Physical / Verbal Attack Incident Report			
This symbol * means mandatory field - must be completed			
Personal Details (Please give details of the injured party; the victim)			
*	Forename		
*	Surname		
*	Age / Gender	Age:	Gender:
*	Is this person a WBC employee?	Yes	No
Employee only			
*	Job title		
*	Building name where they work from	Fox Wood School	
Non employee only (injured party)			
*	Non employees - tick a category	Client	Pupil Public Contractor Other
Reporting Directorate			
*	Directorate	Families and Wellbeing	
*	Section	School	
*	Service	Special School	
Details of the person carrying out the physical or verbal behaviour			
	Name (if known)		
	Address (if known)		
Details of the person carrying out the physical or verbal behaviour			
*	Non employees - tick a category	Client	Pupil Public Contractor Other
	If other please state type.		
Date of Incident			
*	Date / Time	Date:	Time:
Address where the incident occurred			
*	Building or Street name	Fox Wood School	
*	Town	Warrington	
*	Where on site did the accident occur?		
Incident Details			
*	What type of incident are you reporting :-	Physical attack	Verbal / Threatening Behaviour

*	Give concise details regarding the incident. (Please attach additional sheet if required)	
*	Reason for incident (Please attach additional sheet if required)	
Injury Details (This section is to be completed for physical incident only)		
	If an injury has occurred which body part(s) is/are injured?	
	If an injury has occurred what is the extent of the injury?	
	If treatment was required who was this administered by (please circle)	None Nurse Self First Aider Doctor Paramedic Hospital
*	Did the injured person attend hospital?	Yes No
	If Yes on what date?	
	If Yes how long was the person in hospital?	
Witnesses		
	Name	
	Address	
	Postcode	
Investigation		
*	If the person is an employee were they performing a work related task?	Yes No N/A
*	Has the risk assessment been completed for this pupil?	Yes No
*	Has the Risk assessment been reviewed/updated as a result of this incident	Yes No
*	Has the person been given adequate training?	Yes No
*	Please state the reason for the incident occurring Along with what action has been taken to support the victim and avoid a reoccurrence of this type of incident occurring in the future? For example <ul style="list-style-type: none"> • 1-1 meeting with manager to offer support? • Further training required? Is any further intervention required to support the individual?	Additional Information
		Yes No
*	If the person is an employee is it likely that the person involved in this incident will be off work for more than 7 days or placed on light duties as a result of the incident/accident occurring?	Yes No
*	Please state number of days absent from work due to this incident.	
Investigating Manager / Head teacher / Supervisor		
	Forename	Louise
	Surname	Messham
	Job Title	Pupil Support Manager
	Telephone contact	01925 811534
	Signature	Date

Date _____

Dear Parent/Carer

Today _____ behaviour became extremely challenging and as such posed a health and safety risk to themselves, other children and/or staff. Staff supported _____ by following their agreed Individual Behaviour Plan to reduce the risk and help him/her to calm down and regain control of themselves.

As part of their Individual Behaviour Plan and Positive Handling Plan it was necessary to use Team Teach Interventions to hold them safely.

_____ has been checked by the school nurse and/or school staff with a First Aid qualification.

Should you wish to discuss the incident or how it was managed please contact school on 01925 811534 and myself, Val Howorth (Deputy Headteacher) or Louise Messham (who is a Team Teach Advanced Tutor) will be happy to talk to you about it.

Please sign and return the slip below to school as soon as possible. Thank you.

Please be assured that your son/daughter's health and safety is our highest priority and we will do all we can to safeguard their welfare whilst managing to the best of our ability such challenging behaviour.

Yours sincerely

**Lucinda Duffy
Headteacher**

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BEHAVIOUR MANAGEMENT AND TEAM TEACH

I confirm that I have received a letter about my son/daughter being held during an incident.

Please tick the following boxes as appropriate:-

- I wish to come into school to discuss this further
- I would like someone from school to ring me to discuss this further
- I am happy about the way in which my son's//daughter's behaviour is managed at school.

Signed _____

Parent/Carer of _____

Date _____