


“Maximising students’ abilities, ambitions and academic potential”

PHYSICAL CONTACT WITH STUDENTS POLICY

Recommended by: Staff and Student Committee	
Date: January 2017	
Approved by the Full Governing Body	
Signed:	
Next review due: January 2018	

Broadoak Mathematics and Computing College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PURPOSE:

This policy sets out guidance to all College staff on touching, holding or restraining students. Staff will have full support of the Headteacher and Governors if the guidance is followed. It ensures that all staff at Broadoak can act confidently in line with *Guidance for Safer Working Practice for Adults Working with Children and Young People* and the sections on Physical Contact.

AIMS:

- To advise staff of appropriate procedures with regard to physical contact of students
- To ensure that all College workers have the right to work in a caring and safe environment
- To help staff to be sensitive to particular groups of children and to particular situations in the College.

PROCEDURES:

a) Corporal Punishment:

The Law forbids any degree of physical contact which is deliberately intended to punish a student or which is primarily intended to cause pain, injury or humiliation.

b) Restraint:

- In the July 2013 *Use of Reasonable Force* guidance, the DfE states that all staff have a legal power to use reasonable force. The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with students.
- At Broadoak, reasonable force can be used:
 - Where action is necessary in self defence or because there is an imminent risk of injury e.g. students attack on another student or member of staff or students fighting.
 - Where there is a developing risk of injury or significant damage to property e.g. deliberately vandalising property or where a student is misusing dangerous materials or objects or in rough play or running in a corridor.
 - The Headteacher or nominate deputy alone may also use reasonable force where a student is behaving in a way that compromises good order and discipline. e.g. where a student persistently refuses to leave a classroom or when a student is behaving in a way which seriously disrupts a lesson.
- Before intervening physically the member of staff should communicate verbally and warn students of the consequences if they continue to misbehave.
- The member of staff should remain calm and in control throughout.
- The member of staff should seek assistance if necessary from other members of staff.

Intervention may be:

- Holding, pushing, pulling, blocking a student's path, leading by hand or arm, shepherding students away by placing a hand on the centre of the back or in **extreme circumstances** using more restrictive holds.

Intervention may not include:

- the 'seated double embrace' which involves two members of staff forcing a person into a sitting position and leaning them forward, while a third monitors breathing;
- the 'double basket-hold' which involves holding a person's arms across their chest; or
- the 'nose distraction technique' which involves a sharp upward jab under the nose

All incidents involving physical restraint must be recorded on the relevant report form (see Appendix 1) and returned to the Director of Finance and Personnel as soon as possible.

c) Touching

- Physical contact with students may be proper and necessary to demonstrate exercises or techniques in a particular teaching situation for example:
 - Physical Education, D & T or Drama lessons
 - When administering First Aid
 - Where a student is in distress and needs comforting
 - Students with Special Educational Needs who need physical help.

In such cases staff should protect themselves by ensuring this contact only takes place within the context of normal school interactions and when other students are present.

Staff must be aware that there may be some students where touching is unwelcome for example:

- cultural backgrounds
- or because they may have been abused.

d) Student Support Work:

Staff in the role of tutor or support staff may occasionally find themselves in one to one situation with very emotional or upset students. In these circumstances staff need to be clear about their actions and physical contact with students.

Staff should if possible:

- invite another colleague to be present
- use a space/room with an open door which can be overlooked
- sit/stand apart from the student
- record all actions
- seek support from a senior member of staff if appropriate.

Physical contact with student must end immediately any student expresses concern or obvious unhappiness (the exception to this statement would be to avert possible injury or damage).

e) Professional judgement:

No guidance can cover every possible eventuality. Staff can be expected to make their own professional judgement within the spirit of these guidelines and that in *Guidance for Safer Working Practice for Adults Working with Children and Young People*. Staff will always be supported when action in good faith follows such judgements.

MONITORING THE POLICY:

The working of this policy needs to be kept under continuous review by all members of staff. Review comments on particular incidents need to be communicated to the Senior Leadership Team immediately.

REVIEW:

The policy will be reviewed every two years.

Appendix 1

THIS FORM SHOULD BE COMPLETED AS SOON AS POSSIBLE AFTER THE INCIDENT.

PLEASE FORWARD IMMEDIATELY TO:-
NICOLA WINDRIDGE - DIRECTOR OF FINANCE AND PERSONNEL
(X266)



RECORD OF THE INCIDENT OF PHYSICAL INTERVENTION USING FORCE

NAME OF SCHOOL	
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FULL NAME OF PUPIL INVOLVED	ADDRESS & POSTCODE	DATE OF BIRTH
	TEL:	AGE

DATE OF INCIDENT	TIME OF INCIDENT (IN 24 HOURS)
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LOCATION OF INCIDENT	
LESSON / ACTIVITY	

NAME OF MEMBER OF STAFF WHO PHYSICALLY INTERVENED	
DESIGNATION OF MEMBER OF STAFF	

NAME AND DESIGNATION OF ANY WITNESSES	
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REPORT WRITTEN BY:	
DESIGNATION:	

1. RECORD OF INCIDENT

<u>Reason why Physical Intervention using Force thought necessary:</u>	
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 significant damage to property about to occur?	YES / NO
Was good order seriously prejudiced?	YES / NO
Other reasons (Please state):	
1.1 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.

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

1.3 Record of any injuries to pupils / staff (a body map should be attached)

1.4 Record of any damage to property.

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

1.6 Pupils perception of incident

2. ACTION TAKEN FOLLOWING INCIDENT

2.1 Action taken concerning injuries

2.2	Details of contact with parents / guardian.	
2.3	Support offered to staff	
2.4	<p>Other Professionals informed</p> <p>If yes, please provide the following information:</p> <p>a) Name of Professional b) Designation c) Date Informed</p>	YES / NO
2.5	<p>School Incident Book completed (please enter a record of incident in accident book)</p>	YES / NO

3. HEADTEACHER'S COMMENTS

Please continue on a separate sheet of paper if necessary.

Signature:	
Position:	Date: