

Impington Village College

**POLICY FOR USE OF PHYSICAL  
INTERVENTION TO MANAGE BEHAVIOUR**

2011 – 2012

To be reviewed Summer term 2012

Reviewed Spring term 2011

## **1.0 Introduction**

- 1.1 This policy is based on Department for Education (DfE) guidance and the corresponding Cambridgeshire County Council's document 'Policy and Guidance for Colleges in the use of Physical Intervention to Manage Behaviour.'
- 1.2 Impington Village College recognises that there is a need, reflected in common law, to intervene when there is an obvious risk of safety to its students, staff and property.
- 1.3 Impington Village College is committed to ensuring that all our staff and adults with responsibility for student's safety and welfare will deal professionally with all incidents involving aggressive or reckless behaviour, and only use physical intervention as a last resort in line with DfE and Cambridgeshire County Council's guidance. If used at all it will be in the context of a respectful, supportive relationship with the student. We will always aim to ensure minimal risk of injury to students and staff.
- 1.4 This policy applies to all our staff who are authorised to use physical intervention (see paragraph 10.0 of this document for details).
- 1.5 This policy will be reviewed and discussed with staff and the governing body on an annual basis.
- 1.6 The nominated member of the College's Leadership Team with responsibility for advising on the implementation of this policy is Vice Principal, Head of Student Services and in his/her absence a member of the Senior Leadership team.

## **2.0 College Expectations**

- 2.1 The best practice regarding physical intervention outlined below should be considered alongside other relevant policies in the College, specifically those policies involving behaviour, bullying, child protection and health and safety.
- 2.2 In the following situations staff must judge whether or not physical intervention would be reasonable or appropriate:
  - a. committing any offence,
  - b. causing personal injury to, or damage to the property of, any person (including the student himself), or
  - c. prejudicing the maintenance of good order and discipline at the College or among any students receiving education at the College, whether during a teaching session or otherwise.

This judgment 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.

2.3 The College staff will view physical intervention or restraint of students as a **last resort to maintaining a safe environment**. If students are behaving disruptively or anti-socially, every effort will be made to manage behaviour in a way that will prevent a deterioration of the situation and to restore a safe, secure environment.

2.4 The College staff will understand the importance of listening to and respecting students to create an environment that is calm and supportive especially when dealing with students who may have emotional and behavioural needs that may increase their aggression.

2.5 The College staff will understand the importance of responding to the feelings and well-being of the student, as well as to the behaviour itself.

### **3.0 Our Practice Regarding Specific Incidents:**

3.1 Staff intervening with students 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 a witness.

3.2 All staff who become aware that another member of staff is intervening physically with a student will have responsibility to provide a presence and to offer support and assistance should this be required.

3.3 Before intervening in a non-emergency, consideration will be given to whether or not other staff are available to assist.

3.4 Where possible, 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 student if this proves necessary. Staff should support colleagues by offering to take over the role of holding to minimise stress. Staff or students in the vicinity may be asked to get assistance when help is required urgently.

3.5 A student'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 student will be removed from the audience. The student 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).

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

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

4.1 The following approaches are regarded as reasonable in appropriate circumstances.

- a. standing between students;

- b. blocking a student's path;
- c. leading a student by the hand or arm;
- d. ushering a student away by placing a hand in the centre of the back;
- e. in more extreme circumstances, using appropriate restrictive holds, which may require specific expertise or training by designated staff only.

## **5.0 Holds to be avoided except for the most extreme circumstances**

5.1 The following holds must **not** be used other than in the most extreme emergency. This is when emergency action is needed to prevent the risk of **serious** injury or loss of life (e.g., to prevent a student running into a busy road or to stop an extremely violent assault on one student by another student).

- holding a student around the neck, or by the collar, or in any other way that might restrict a student's ability to breathe
- slapping, punching or kicking a student
- twisting or forcing limbs against a joint
- tripping a student
- holding a student by the hair, ear or nose
- holding a student face down on the ground

## **6.0 Recording an Incident**

6.1 All incidents that result in non-routine / emergency interventions will be recorded in detail.

6.2 Notes will be made immediately following, or as soon as possible after the incident (i.e. before the end of the day of the incident) by the staff member involved in the original incident, in the Physical Intervention Record book provided by the County Council which is held in the Coordinator for Student Services Office.

6.3 Notes will also be made in the same way by any other members of staff involved (i.e. as witnesses or additional providers of support). The notes will be signed and dated on the same day.

6.4 The notes must contain the following information:

- the name(s) and the job title(s) of the member(s) of staff who used reasonable force
- the name(s) of the student(s) involved
- when and where the incident took place
- names of staff and students who witnessed the incident
- the reason the force was necessary
- the progress of the incident. Include details of:
  - behaviour of the student which led up to the incident
  - any attempts to resolve the situation
  - what was said by staff and students

- the degree of force used
- how it was applied
- how long it was used for
- the student's response and the eventual outcome
- details of any injuries suffered by either staff or students
- details of any damage to property
- details of any medical treatment required (an accident form will be completed)
- details of any follow-up, including contact with the parents/carers of the student(s) involved
- any other relevant details e.g., the involvement of any other agency, e.g., the Police

**Staff are reminded to sign and date each page of the notes on the same day.**

6.5 Student witnesses may also be asked to provide a written account if appropriate. These notes should be kept in the student witness's file with a copy on the perpetrator's file.

6.6 Routine incidents of physical intervention, usually for students with identified needs as set out in the student's Individual Education Plan, Individual Behaviour Plan and/or Pastoral Support Plan will need to be recorded as follows:

- Name of student
- Date
- Name of member of staff who intervened
- Name of any witnesses
- Brief description of the reason for intervention
- Brief description of action taken
- Details of any follow-up with parents
- First Aid Record

## **7.0 Monitoring use of Restrictive Physical Interventions**

7.1 The use of physical intervention in our College will be monitored in order to help our staff learn from experience, promote the well being of students in our care and provide a basis for appropriate support and College organisation. Monitoring will help us to determine what specialist help is needed for students. Information on trends and emerging problems will be shared within our College using local procedures. Monitoring information will be reported on a regular basis to College governors by the Principal.

7.2 The Physical Intervention Record book (known as 'the Blue Book') will be available for monitoring by County Council officers and Ofsted.

## **8.0 Post Incident Support**

8.1 We will ensure that the student and the member of staff have immediate access to first aid for any signs of injury. This must be recorded.

- 8.2 We will give the student time to become calm while staff continue to supervise him/her. When the student regains complete composure, a senior member of our staff (or his/her nominee) will discuss the incident with the student and try to ascertain the reason for its occurrence. The student will be given an opportunity to explain things from his/her point of view. We will take all necessary steps to re-establish the relationship between the student and the member(s) of staff involved in the incident.
- 8.3 In cases where it is not possible to speak to the student on the same day as the incident occurred, we will ensure a debrief takes place as soon as possible after the student returns to College.
- 8.4 All members of staff involved will be allowed a period to debrief and recover from the incident. This may involve access to external support. A senior member of our staff (or his/her nominee) will provide support to the member of staff involved.
- 8.5 The Principal will be informed at the earliest possible opportunity of any incidents where physical intervention or restraint has been used. The Principal (or his/her nominee) will initiate the recording process (see 6.0) and we will review each incident to ensure that any necessary lessons are learned.
- 8.6 We will inform parents/carers of any incident involving physical intervention as soon as possible after the incident and whenever practicable on the day of the incident before the child arrives home.

## **9.0 Training Needs of Staff**

- 9.1 At least one member of our Leadership Team will attend relevant training on physical intervention and will keep this training updated.
- 9.2 In cases where it is known that a student may, on occasions, require physical intervention, we will ensure that appropriate training is provided for relevant staff (both teaching and support staff) by accredited trainers (accessed through the County Council from the Specialist Social, Emotional, Behavioural Difficulties (SEBD) teaching teams. (Primary and Secondary)
- 9.3 We will ensure that all our staff receiving this training will keep it updated as prescribed by the trainers, if such physical interventions remain a possibility within the class / College.

## **10.0 Authorisation of Staff to Use Physical Intervention**

- 10.1 We recognise that most of the time physical intervention will be used infrequently, that is, as a last resort to maintaining a safe and secure environment.
- 10.2 Although, under Section 550A of the Education Act 1996, all our teaching staff are, by the nature of their roles and their duty of care, authorised to use 'force as is reasonable in the circumstances for the purpose,' we will ensure specific training is given as outlined in 9.2 above.

- 10.3 Our support staff will require specific authorisation, either temporarily or permanently. This authorisation can only be given by the Principal or someone deputising for him/her when s/he is absent. Authorised staff will be notified formally and this will usually be on completion of the relevant training as outlined in 9.2 above. The names of all authorised staff are appended to this document and are kept on a list displayed in the Principal's office.
- 10.4 Dissemination of any revised information (including updated DfE and/or Cambridgeshire Council's policies) will be included as part of the College's normal schedule of meetings.
- 10.5 These meetings will be open to all staff, including non-teaching staff, who have been authorised to use physical intervention techniques.
- 10.6 Governors will be informed of the number of unplanned / emergency physical interventions and the number of planned physical interventions annually.

## **11.0 Risk Assessment**

- 11.1 We acknowledge that some students behave in ways that make it necessary to consider the use of restrictive physical intervention as part of a behaviour management plan. All identified behaviours necessitating use of physical intervention will be formally risk assessed. (See Appendix 2 in the County Council's 'Policy and Guidance for Colleges on the Use of Physical Intervention to Manage Behaviour' Document for a suggested Risk Assessment Proforma)
- 11.2 The resulting risk management strategy must be compatible with the College's positive behaviour management approach and must also take into account the student's Pastoral Support Plan and Individual Education Plan, if these are applicable to the student.
- 11.3 Techniques and methods for controlling and restraining students using restrictive physical interventions must be assessed to ensure they are safe, suitable and appropriate for use with the named student.
- 11.4 The techniques will be agreed in partnership with the student, his/her parents (or those with parental responsibility) and other statutory agencies working with the student. This is especially the case when children are looked after by the local authority, in respite care, or cared for by others with legal responsibility in order to ensure that there is a consistent approach to the use of intervention strategies both in and out of College.
- 11.5 In the event of disputes over, or concerns about, techniques and methods being considered, an interim College strategy will be agreed and the matter referred to Cambridgeshire County Council. If necessary, adjudications might be offered by an independent officer nominated by the Local Safeguarding Children's Board.

The Risk Assessment should also be properly documented within student's records

## **12.0 Arrangements for informing parents\***

12.1 Parents / carers will be informed of the College's policy regarding physical intervention in the following ways:

- at the outset of the introduction of this policy, all parents/carers will be sent a letter outlining its introduction with information about obtaining a copy for their own information.
- thereafter, a section about the College's legal obligations to maintain a safe environment and the possible use of physical intervention (as a very last resort) with students, will be included in the College brochure\*
- staff who work with particular students who have learning or physical disabilities and who have Individual Education Plans, Individual Behaviour Plans and/or Pastoral Support Plans may need to use specific techniques routinely to manage challenging behaviour. Such arrangements will be discussed with parents/carers in advance on an individual basis. All interventions will be routinely recorded.
- parents/ carers will be informed after a non-routine incident where physical intervention is used with their child.

***\*Paragraph 1.3 of this document could be used as a form of words.***

## **13.0 Responding to Complaints**

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

If the concern relates to action by the Principal, the parent/carer should contact the Chair of Governors and follow the normal College complaint procedures.

13.2 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 Care) to provide an independent investigation of the circumstances. This will determine the necessity for further action. (See Cambridgeshire County Council Procedures for Allegations Against College-based Staff.)

"Education Staff and Child Protection: Staff Facing an Allegation of Abuse" can be downloaded from:

<http://www.lge.gov.uk/lge/core/page.do?pageld=119361>

## **14.0 Review of Policy**

14.1 This policy will be reviewed at least annually or earlier if any changes are indicated at national or local level. This policy will next be reviewed and updated, if necessary.