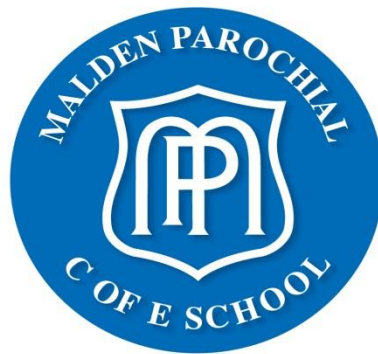


The Royal Borough of Kingston upon Thames

**Malden Parochial C of E
Primary School**



**Guidelines for
Positive and Proactive Handling
Strategies**

**Agreed: November 2015
Review date: November 2017**



Ethos Statement

This is a Church of England Primary School. As such, its ethos derives from the Christian Gospel. In all that it does or aspires to achieve, the school is informed and strengthened by Christian belief and practice.

At the heart of the school's ethos is the conviction that God loves each person: that God desires the best for each person; that God longs for each person to develop their potential as human beings.

Mission Statement

In accordance with the Ethos Statement, our school will aim to provide high quality education to the children of the local community within a safe, happy and stimulating environment

Love, Learn, Live!

PHYSICAL INTERVENTION

Introduction

These guidelines have been drawn up to help school staff prevent violence and to give guidance on what to do when it occurs. It encompasses advice provided in the document ‘A legal toolkit for schools – Tackling abuse, threats and violence towards members of the school community. (DFES 2011)

Definition of Violence

“Violence is behaviour which produces damaging or hurtful effects, physically or emotionally, on people”.

This definition specifically includes:

- Verbal abuse
- Threatening behaviour
- Anti-social behaviour
- Damage to property
- Physical violence

It can also include acts against an employee’s family or property, and incidents, which result from employment but occur outside of work.

Headteacher’s Action

Headteachers can reduce the risk of violence to staff by:

Ensuring appropriate actions are detailed in their risk assessments to secure the safety of the working environment;

- reporting any deficiencies to the governing body;
- ensuring that staff do not become accustomed to abuse or threats;
- considering all employees’ training needs as a part of the risk assessment process;
- taking all treats (direct or implied) seriously;
- using staff meetings to discuss potential risks and procedures;
- not underestimating the impact and effect of violence – it is not just part of the job

Minimising the Risk of Violence

Emphasis should be placed on precautions. For example, when interviewing parents be particularly cautious if any of the following apply: -

- a known history of violent behaviour;
- violence has been threatened;
- irrational behaviour;
- concern about abuse of drugs/alcohol/solvent;
- frustration or fear;
- when ‘bad news’ is being given

Where there is a perceived risk, do not see parents alone. Do not give parents access after school to isolated classrooms.

In interviewing any parent staff should not allow them to sit between them and exit.

Where individual pupils have given cause for concern: -

- ensure that relevant staff are aware of a potential problem
- appropriate action should be taken to support a colleague if s/he has good reason to believe that a potential danger exists;
- Headteachers and governors can support staff by taking action against a pupil who has shown unacceptably violent behaviour;
- be sensitive to colleagues who are pregnant or have a disability.

Administrative staff are often first in the line of fire. To reduce the risk to them schools should consider security arrangements for access to the building and money-handling procedures.

Power to evict Nuisance Makers and Trespassers

People intruding or creating a nuisance on educational premises can be required to leave. Section 547 of the Education Act 1996 makes it an offence for a trespasser on school premises to create a nuisance or disturbance, and allows for the removal and prosecution of any person believed to have committed the offence. The fine for a person convicted of the offence is up to £500.

A parent or child attending a school normally has implied permission to be on the school's premises at certain times and for certain purposes but if the parent's behaviour is unreasonable this permission may be withdrawn and they will become a trespasser.

Case law has demonstrated that a Headteacher must be seen to be acting reasonably. To this end, they may write informing the parent or other person that they may not enter a school's premises with immediate effect, but that they may write back commenting on the incident. If the parent/carer writes back, the decision should be reconsidered and affirmed or not. LEA support in these instances is summarised below in the 'Support from the LEA' section.

School action immediately following an Incident

- RECORD – the incident as soon as possible;
- SUPPORT – all staff affected;
- DISCUSS – the incident in detail with the victim as soon as possible after the event and agree a course of action;
- RECOVERY – ensure the victim is sufficiently recovered to carry out their duties safely.

Reporting Incidents

Every member of staff has a duty to inform the Headteacher about incidents in accordance with their statutory duties under the Health & Safety at work etc Act 1974.

Headteachers should be told when staff feel frightened or threatened by the incidents or if there are any wider issues which concern the safety of employees.

Headteachers should report all assaults and serious treats to the police, who may wish to interview the victim and other witnesses. If appropriate authorities are not prepared to press charges, victims can themselves pursue the matter through the courts.

Recording Incidents

It is essential that all incidents are recorded on the Royal Borough of Kingston's Accident and/or Incident report forms.

A detailed statement should be completed by any witnesses to the incident as soon as possible. These may be needed for any future Court hearing or for applications to the Criminal Injuries Compensation Board.

Role of the Local Authority

The Headteacher and/or the member of staff may wish to contact a professional association. The attached Personnel Officer can provide advice and support to the member of staff if required.

All incidents should be reported using the Royal Borough of Kingston's Accident and/or Incident report forms and a photocopy of this sent to the Royal Borough of Kingston, where the details will be acknowledged and logged. If the school wishes to ban the perpetrator from the premises the Headteacher (or the Chair of Governors if the Headteacher has been the victim of the attack and requests the assistance of governors) should seek legal advice.

Follow up Action

All employees can expect Headteachers to contact them following an incident in order to: -

- Enquire after their well-being;
- Show that the issue is taken seriously;
- Monitor their progress back to normal working;
- Identify information which may be relevant in future;
- Keep the victim informed about any improvements carried out as a result of the incident.

The school, through the Headteacher and governors, will decide on future action to be taken against the perpetrator.

Support for Victims

These actions should be considered: -

- referral to Occupational Health for specialist counselling;
- support for pupils who have witnessed violence;
- medical attention even if there are no obvious signs of injury;
- special leave – Headteachers can allow up to 5 working days;
- managing the return to work through prior contact with the Headteacher, or other staff;
- medical, with the School's Medical Officer if legal proceedings are to follow;
- paid leave for witnesses to attend court;
- advice from Learning for Life

The victim should know exactly what action is being taken.

It can also include acts against an employee's family or property, and incidents, which result from employment but occur outside of work.

Compensation

Malden Parochial Church of England Primary School insurance cover provides compensation in the event of permanent injury, e.g. loss of sight/limb and covers damage to clothing and personal effects caused by an assault. It does not cover damage to employee's vehicles or homes.

Policy Framework for the use of Positive Intervention to restrain children and young people.

An effective behaviour and discipline policy should secure an orderly and purposeful atmosphere in which learning can take place. There may, however, be rare occasions when staff will need to use 'reasonable force' in order to control or restrain children or young people for safety reasons.

This policy does not authorise the use of corporal punishment.

At Malden Parochial Church of England Primary School, staff have been professionally trained and are authorised to use positive intervention techniques, where necessary, to restrain children or young people, in order to comply with our duty of care to our children, staff and volunteers who work within the school.

What is positive intervention ('reasonable force')?

The use of force is illegal if the physical circumstances do not warrant it. The force used should always be the minimum needed to regain and ensure safety and control for everyone involved or present.

General advice for staff:

- Be sure that you are aware of and complying with the schools policy for behaviour and discipline.
- It is better to defuse situations wherever possible, as this prevents them from escalating to a level where force is necessary.
- Send for the assistance of another member of staff as soon as possible, using the agreed services call out protocol.
- All those involved should be de-briefed after incidents to explore more positive/effective responses to future difficult situations.

At Malden Parochial Church of England Primary School the following staff are authorised to use reasonable force within a positive intervention:

Mr S Aziz, Mrs N Ot and Mrs K Lord

Staff training needs:

Designated, accredited staff will attend annual refresher training from a recommended professional training provider.

In what circumstances could this policy be applied?

For example;

- When a young person is causing, or at risk of causing, injury or damage to themselves or others, whether by accident, rough behaviour or by misuse of materials or objects.
- When a young person is engaged in, or is on the verge of, committing deliberate damage or vandalism.
- When a young person attacks a member of staff or another young person.

Use of reasonable force is appropriate where staff may need to:

For example:

- Physically interpose between young people
- Block a young person's path
- Hold, or 'shepherd' a young person with your hand in the centre of the back
- In self-defence, using agreed, approved restricted holds.

Reasonable force DOES NOT include the following actions, or any others that may reasonably expected to cause injury or be considered indecent:

For example:

- Hold around the neck or collar
- Restrict a young person's ability to breathe
- Hold face down
- Slap or hit
- Twist or force limbs against a joint
- Hold or pull by hair or ear
- Locking a young person in a room

Recording:

The Headteacher or another senior member of staff is responsible for interviewing a colleague who has restrained a young person and recording the incident in writing as soon as practical.

The report should contain the following:

- The names and personal details (gender, ethnicity, age etc) of young person (s) involved
- The time and location
- Names of witnesses
- Details of how the incident was triggered and progressed, with details of observed behaviour.
- Details and outcomes of the steps taken to diffuse the situation
- A description of the degree of force used, how applied and for how long
- Suggested strategies for assessing risk for the future

At Malden Parochial Church of England Primary School the following action will be take place in given circumstances:

- Breaking up a fight
- Misuse of equipment
- Using a implement as a weapon
- Preventing children absconding
- When behaviour causes significant concern for the health and safety of an individual, group or class
- Intervening when a young person, through their own action, is causing themselves self-harm.