



HOLDING and PHYSICAL RESTRAINT POLICY and PROCEDURE

Related documents:

- Safeguarding Children Policy
- Behaviour Policy and Discipline Procedure
- Complaints and Mediation Policy

Date: 8th June 2011

Date for Review: November 2013

HOLDING AND PHYSICAL RESTRAINT POLICY AND PROCEDURE

POLICY STATEMENT

1. The School recognises that there are times when physical contact with a pupil may be necessary, for example; giving first aid, if a child is in distress or needs comfort or calming down.

It also recognises that there are some children for whom touching is unwelcome because of their cultural background or personal history. The school will aim to develop clear common practice towards particular groups of children and events, and between staff and children of the opposite sex.

2. This policy and procedure is concerned with the use of holding to control or restrain pupils.
3. All Board members and staff have a copy of this document and it is made available to all parents on request.
4. Adults other than teachers who may be authorised to be in charge of children, e.g. assistants, after school care and voluntary helpers including parents, will be told exactly what they may do, and under what circumstances.
5. This policy applies to Kindergarten, Lower and Upper School.

PROCEDURE

Under Section 9.3 of the Education and Inspections Act 2006, staff have the right to use “reasonable force” in restraining or holding a child under the following circumstances:

- If a child is causing injury to themselves or another child
- If a child tries to physically attack a teacher / assistant
- If a child is causing damage to property
- If a child is engaged in behaviour that compromises good order and discipline
- If a child is running out of the building or school grounds

Staff should always avoid any action which might cause an injury. Staff should avoid holding or touching a pupil in an inappropriate way. In an emergency, any member of staff would be entitled to intervene.

Teachers will always try to use other strategies and techniques to deal with difficult situations. In a non-urgent situation restraint will only be used when all other strategies have failed.

Teachers should be aware that the decision to use physical restraint, which may be appropriate for younger children, will not necessarily be appropriate or fruitful for older pupils.

RECORD KEEPING

A written record of any incident where restraint was used will be kept in the incident book. The incident book is kept in the Kindergarten for incidents occurring in the Kindergarten and in the Front Office for the rest of the school. The Class Teacher or Guardian will be informed if they are not the persons who used restraint (and possibly the school Administrator). The written record will include the names of those involved, any witnesses, the reason for intervention and details of the incident, any steps taken to defuse the situation, what action was taken, the outcome and any injuries or damage sustained. The incident book is monitored on a weekly basis.

Parents will be informed at the earliest opportunity of any incident involving the use of restraint.

COMPLAINTS

Complaints brought by Parents will be dealt with through the school's Complaints and Mediation Procedure.

If inappropriate behaviour is established, staff disciplinary procedures will be invoked.