

## Positive Handling Policy

### Introduction

This Policy has been prepared for the support of all teaching and support staff who come into contact with pupils who may need to be positively handled. The aim of this Policy is to give all members of the school community clear guidance so that any physical intervention that they undertake is carried out in a way that supports the values and principles of Fairfields school. This Policy should be read in conjunction with the Department of Education Use of Reasonable Force, Behaviour Policy, Inclusion Policy and Fairfields Staff Guidelines.

This policy will be reviewed bi-annually by the Headteacher and Governing Body. Next review September 2020

The application of any form of positive handling places staff and children in a vulnerable situation. Staff, therefore, have the responsibility to follow the Policy and to seek alternative strategies wherever possible in order to prevent the need for positive handling. **Positive handling will only be used as a last resort when all other behaviour management strategies have failed or when pupils, staff or property are at risk.**

### Purpose of this Policy

Good professional relationships between staff and pupils are vital to ensure good order in school. It is recognised that the majority of pupils in school respond positively to the expectations practised by the staff. This ensures the well-being and safety of all pupils and staff. It is also acknowledged that in exceptional circumstances staff may need to take action in situations where the use of positive handling may be required.

Every effort will be made to ensure that all staff at Fairfields Primary School:

- Clearly understand this Policy and their responsibilities in the context of their duty of care in taking appropriate measures where positive handling is necessary
- Are provided with appropriate training to deal with these difficult situations should they occur.

### Definitions of Contact

- (a) Physical Contact:** Situations in which proper physical contact takes place between staff and pupils, e.g. Demonstrating exercises or techniques during PE lessons or sports coaching, giving first aid, holding the hand of the child at the front/back of the line when going to assembly or when walking together around the school
- (b) 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 hand, arm or shoulder with little or no force.
- (c) Positive Handling:** This will involve the use of reasonable force when there is a risk to pupils, staff or property or if good order is being seriously prejudiced. All such incidents will be recorded
  - Positive handling must only be used for the minimum amount of time necessary to diffuse or resolve the immediate situation.
  - Positive handling must not inflict pain or be used as a punishment, it is unlawful to use force as a punishment
  - Positive handling must not impede breathing
  - Must avoid vulnerable parts of the body (neck, chest, genitals, or undue weight on spine)
  - Must avoid hypertension, hyper flexion and pressure on or across joints

## Underpinning Values

Everyone visiting or working at Fairfield's Primary School has the right to:

- Learn and work in a warm, safe and welcoming environment and be protected from harm
- Be treated with respect and dignity
- A recognition of their unique identity

## Pupils attending this school and their parents have a right to:

- Individual consideration of pupils needs by staff that has responsibility for their care and protection
- Expect staff to undertake 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 the school
- Be informed about the school's complaint procedure

The school will ensure that all pupils understand the need for and respond to clearly defined limits which govern behaviour in the school.

Parents should have committed themselves, through the Home-School Agreement, to support the school's policies and guidelines for encouraging positive behaviour and respect for each other and the school property, and to let the school know about any concerns or problems that might affect my child's work or behaviour.

## Training

Members of staff will be trained on positive handling following the Team Teach Program. The following staff members have received the Team Teach training: Matthew Shotton, Donna Tagg and Emily Castle, May 2017, Jo-Anne Jeffs and Mandy Bond, June 2018 and Marilyn Jones, Martin Gallop and Jake Kerley November 2018.

## Strategies for Dealing with Challenging Behaviour

Staff consistently use positive strategies to encourage acceptable behaviour and good order. Every effort will be made to resolve conflicts positively. Where unacceptable behaviour threatens good order and discipline and provokes intervention, some or all of the following approaches will be taken according to the circumstances of the incident:

- Verbal acknowledgement of unacceptable behaviour with request for the pupil to refrain; this includes negotiation, care and concern.

### **Further verbal reprimand stating:**

- This is the second request for compliance
- An explanation of why observed behaviour is unacceptable
- An explanation of that will happen if the unacceptable behaviour continues
- Warning of potential need to intervene physically and that this will cease when the pupil complies. If possible summon assistance.

### **Physical intervention.**

This could include:

- Reasonable physical intervention using the minimum degree of contact to prevent a child harming him or herself, others or property.
- Physically interposing themselves between pupils
- Blocking a pupil's path
- Escorting a pupil

- Shepherding a pupil away

### **When can Positive Handling be used?**

Positive handling can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.

Although any member of staff may be required to physically intervene with a pupil who is endangering themselves or others, we would expect accredited staff to take over as soon as possible. Wherever possible, assistance will be sought from another member of staff before intervention. At Fairfields Primary School we will only use positive handling when there is no realistic alternative. Whenever positive handling is used, staff will calmly keep talking to the pupil as a way of reassurance e.g. "I am doing this to keep you safe". Positive handling will be used to:

- Prevent a pupil from attacking a member of staff or another pupil, or stop a fight in the playground
- Remove disruptive children from the classroom where they have refused to follow an instruction to do so
- Prevent a pupil behaving in a way that disrupts a school event or a school trip or visit
- Prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- Restrain a pupil at risk of harming themselves through physical outbursts

### **Recording**

Where positive handling has been used, all such incidents will be recorded using the Bound and Numbered book. The Headteacher and Assistant Headteacher will both sign the incident record that has been recorded. All recording must be completed on the day of the incident and needs to include the following:

- Name of pupil
- Date, time and place of incident
- A description of the incident and actions taken
- Attempts made to calm the situation
- Any damage/harm to persons or property
- Why was the measure necessary
- Duration of any measure of physical restraint
- External agencies informed
- Views of the child

### **Responding to unforeseen emergencies**

Even the best planning system cannot cover every eventuality and the school recognises that there are unforeseen or emergency situations in which staff have to think on their feet. An unforeseen event may require an emergency response. After that event, staff have a duty to plan ahead and prepare a risk assessment.

### **Risk Reduction Plan**

Risk assessments are required for pupils who exhibit extreme behaviour. When considering a pupil's behaviour, staff will think about the following questions:

- Can we anticipate a Health and Safety risk related to this pupil's behaviour?
- Have we got all the information we need to conduct a risk assessment?
- Have we provided a written plan as a result?
- What further steps can we take to prevent dangerous behaviour from developing?

## **Positive Handling Plans**

Risk management is regarded as an integral part of behaviour management planning. All pupils who have been identified as presenting a risk should have a Positive Handling Plan. The plan details any strategies which have been found to be effective for that individual, along with any particular responses which are not recommended. Any particular physical techniques which have been found to be effective should be named, along with any alerts to any which have proved to be ineffective or which caused problems in the past. Positive Handling Plans should be considered along with the child's Educational Health Care Plan, if they have one, or any other planning document relevant to the pupil.

## **Post Incident Debrief**

Following a serious incident, it is the policy of the school to offer support to all involved. This is an opportunity for learning and time needs to be given for following up incidents so that pupils have an opportunity to express their feelings, suggest alternative courses of action for the future and appreciate other peoples' perspective.

It is difficult to devise a framework of support that meets the need of all staff. As individuals we all vary in how much support we need after an unpleasant incident. Generally, a member of the Senior Leadership Team would expect to talk to staff and children involved (if appropriate) in any incidents involving violence. If members of staff need time to rest or compose themselves, then the Headteacher or Deputy Headteacher will make arrangements for the class group to be supported.

## **Monitoring and Evaluation After an Incident**

The Headteacher or Assistant Headteacher will ensure that each incident is reviewed and investigated further 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:

- Child Protection Procedure
- Staff Facing Allegations of Abuse Procedure
- Staff or Pupil Disciplinary Procedure
- School Behaviour Policy
- Exclusions Procedure

## **Members of staff will be kept informed of any action taken.**

In case of any action concerning a member of staff, he/she will be advised to seek advice from his/her professional association/union.

## **Parents**

Parents will be informed if their child has been involved in an incident where a member of staff has had to use positive handling. When there is a concern about a child, parents will be invited to contribute to a Risk Reduction Plan and Success Card as well as a Positive Handling Plan. Written parental agreement will form a part of this. parents will be informed of the school's policies.

## **Complaints and Allegations**

The availability of a clear policy regarding positive handling and early involvement of parents should reduce the likelihood of complaints but may not eliminate them. Any complaints about staff will be dealt with under the school's Complaints Policy. The Chair of Governors will be informed of complaints, but other Governors will not be involved as a complaint may require further action on their part.



Appendix 1

## Positive Handling Plan

Name of Child:..... DOB:..... Year Group.....

Date Plan Started: ..... Date Plan Discontinued: .....

Effective Strategies Previously Used:

Strategies not recommended:

Physical Techniques Used Effectively:

Physical Techniques Used Which Proved Ineffective or Problematic:



Appendix 2

## Risk Reduction Plan

Name:

DOB:

School Year:

Date of 1<sup>st</sup> Plan:

Date of subsequent plans:

- 
- 

People involved in drawing up the plan:

Role

Role

Parent/Carer

To be shared with:

To be reviewed on:

And every (How often):

<b>Identified Risk</b>	<b>High/Medium/Low</b>	<b>How will the risk be reduced?</b>  (This will include steps which can be taken to reduce the risks)	<b>Review</b>  (This will include a review of activities undertaken which were successful and those which were not in order to identify new risks and strategies to manage and reduce them)
1.			
2.			
3.			
4.			

## TARGETS

I will try to:

- To



I have met my targets



I have met most of my targets



I have not met my targets

**Today is your day! Believe in yourself!  
Achieve together, step by step!**

Appendix 3



**Fairfields**  
PRIMARY SCHOOL

# Success Card

Week Beginning:

Success Card Number:



# What have you done today to make you feel proud?

	Session One	Session Two	Break	Session Three	Lunch	Session Four	After School Club	Overall Comment
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Remember that you can do it if you really try your best!

<p>Approval: Attendance Policy</p> <p>This policy was ratified by the IFtL Trustees on</p> <hr/>	<p>Next Review on or before:</p> <p><b>June 2019</b></p> <p><i>This policy will be reviewed annually and approved by the Trustees at on an annual basis</i></p>
<p>Owner:</p> <p>Fairfields Primary School</p>	