



# STREATHAM & CLAPHAM HIGH SCHOOL

## USE OF FORCE POLICY TO RESTRAIN OR CONTROL

Person(s) responsible for this policy		Head Master, Head of Prep, Second Master, Deputy Head Mistress	
Last review by	R Hinton	Review date	September 2017
Date of next review		September 2020	

### Aim

The aim of this policy is to:

- maintain the safety of pupils and staff
- prevent serious breaches of school discipline
- to prevent serious damage to property

### The Law

DfE guidance states that Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to:

- Commit any offence (or for a pupil under the age of criminal responsibility, what would be an offence for an older pupil)
- Cause personal injury to, or damage to the property of, any person (including the pupil himself) or
- Prejudice the maintenance of good order and discipline at the school or among any pupils receiving education at the school whether during a teaching session or otherwise.

This authority may be used where the pupil is on school premises or elsewhere in the lawful control or charge of the staff member.

It is unlawful to use force as a punishment.

### Creating a Culture that minimises the need to use force

The school aims to provide a safe, calm and disciplined environment for all members of the school community and recognizes the importance of giving guidance setting out acceptable standards of behaviour for staff and adults working in the school and for pupils. There are a number of policies and documents that give guidance to staff and pupils about this.

- A behaviour policy establishes the approach staff are to take and the rewards and sanctions that may be applied.
- The safeguarding and child protection policy lays out how the school promotes a safe environment for children and young people and what is expected of staff if they have concerns about the welfare of a child or young person.

- A staff induction policy is in place and Performance Review takes place annually at which training needs are identified.
- The staff handbook summarises policies and procedures on a range of matters
- The GDST provides guidance to all staff about expectations on their conduct and specific guidance on physical contact.
- Guidance is provided for other adults working in the school

Pastoral leaders in both the Prep. and Senior School provide advice and help to staff, children, and parents to promote the social and emotional development of pupils. Within the Personal, Social, Health and Citizenship Education (PSHCE) curriculum pupils are taught various approaches appropriate to their age about how to manage their emotions and deal with conflict. Through assemblies, pupils are given the opportunity to reflect on how to live their lives and appropriate behaviours are celebrated and rewarded. In their day-to-day interactions with adults and between adults a culture is maintained that models appropriate behaviour.

Staff are made aware of the behaviour and discipline policy as part of the induction process and behaviour management will be monitored through both formal lesson observations (for teaching staff) and informal observations of interactions with pupils. Non-teaching staff are informed of the need to report inappropriate behaviour of pupils to teaching staff who will refer to the most appropriate member of staff.

Teaching staff are not expected to deal with challenging pupil behaviour on their own and should discuss concerns with their line manager, Head of House or member of SLT. All staff concerned about the inappropriate behaviour of adults must follow safeguarding and child protection procedures.

Staff are expected to use a range of behaviour management strategies appropriate to the age of the pupil and the situation. This would include attempting to de-escalate incidents where pupil behaviour is of such concern that physical intervention is being considered.

Pastoral plans (including risk assessments when necessary) will be put in place for pupils identified as needing them.

### **Staff Authorised to use force in accordance with the law.**

#### **Permanent Authorisation:**

- All teachers and teaching assistants
- Administrative staff whose duties include having contact with pupils through providing first aid, mentoring and supervisory duty

#### **Temporary Authorisation:**

- Catering staff that are supervising pupils when serving meals and refreshments.
- All adult volunteers accompanying school trips have the authority to use force for the duration of the trip.

**Deciding to use Force** Staff may only use force when the risks involved in doing so are outweighed by the risks of not using force.

- Staff should consider if there are any other means by which the desired result can be achieved.
- Staff should take into consideration the age and understanding, any Specific Educational Needs and any disability of the pupil.
- Staff should also take into consideration the risks to themselves and other pupils

There may be occasions such as when there is more than one pupil involved in an incident, or with a larger pupil where it is necessary to summon assistance from other authorised staff. In incidents where weapons such as knives or guns are suspected the police should be summoned.

### **Using Force**

Before using physical intervention staff should communicate with pupils in a calm and measured manner throughout any incident. They should wherever practicable, tell the pupil to stop misbehaving and explain that physical force will be used. When possible staff should summon another adult to support, observe and call for assistance.

In the Prep. School there is a red emergency card in each room that can be sent with a pupil to find the nearest adult.

During the use of force staff should make it clear that physical contact will stop as soon as it ceases to be necessary.

The force used could be passive such as standing between pupils or blocking a pupil's path or active such as leading a pupil by the hand or arm, ushering a pupil by placing a hand on the back or more restrictive intervention such as holding to restrict movement.

The force used must be the minimum required to achieve the desired result.

Actions, which should not be undertaken, include:

- Holding a pupil in any way or position that might restrict pupils' ability to breathe.
- Putting pressure on the neck, chest or abdomen or groin areas.
- Anything to inflict pain such as holding by the hair or ear
- Any use of clothing or belts to restrict movement

### **Recording, Reporting and Follow Up Procedures for Significant Incidents**

- As soon as possible after an incident staff should summon assistance if that has not already been done.
- Staff should assess if there have been any injuries and first aid should be provided if necessary.
- Both pupils and staff involved in and witnessing the incident should be given the emotional support they need.
- The person using force as soon as possible after the incident should complete a Use of Force Incident record form. (see appendix) This should be sent to the Safeguarding Lead who will sign it and be responsible for monitoring the follow up procedures
- The member of staff using force should have a de-briefing meeting with the Safeguarding Lead

- When they are calm the pupil who has been physically controlled or restrained should be given the opportunity to discuss the incident with the person using the force and another member of staff.
- Both parents of the pupil will be informed that a significant incident has taken place requiring the need for physical intervention. They will be told where and when the incident took place, which member of staff was involved, why they decided force was necessary and what that force entailed. They will also be told of what follow up action such as disciplinary sanctions were or may be invoked.
- They may be informed first by telephone or in person and then confirmed in writing.
- The Head Master will be informed.
- If appropriate, other members of staff such as the class/ form teacher, the pastoral leader, the SENCO will be informed of the incident to ensure the pupil's needs are being met.

### **Complaints and Allegations**

Any complaint will be dealt with in accordance with the complaints procedure. Any allegation of abuse by staff will be dealt with in accordance with the Safeguarding and Child Protection policy.

### **Monitoring Incidents**

The Safeguarding Lead is responsible for monitoring where force has been used. The incident form will be filed in the pupil file and a password protected log will be kept of all significant incidents. The Head Master and the Designated Officer for Safeguarding can access this.

The Safeguarding Lead will also ensure that staff and pupils will receive the support needed following any incident.

APPENDIX

**Use of Force Incident Record form**

Name of child:	
Class:	SEN or disability:
Where incident took place	Date/time of incident:
Physical Intervention used by:	Role within school:
Details of incident/ reason for decision	
Method(s) of physical intervention used and time frame:	
Adult Witnesses involved: (Please indicate if notes of incident are attached)	
Other pupils involved / witnessing incident (Please indicate if notes of incident are attached)	
Debriefing session – staff	
De-briefing session - pupil (include details of any disciplinary sanctions)	
When, How and by whom parents informed	
Parent response:	
Compiled by:	Date/time report
Signature:	
Safeguarding Lead:	Date reviewed
Signature	

