



**Surlingham and Rockland-St-Mary Primary School**  
**Positive Handling Policy**

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<b>Date</b>	January 2019
<b>Executive summary</b>	This is a new version of the policy
<b>Review Body</b>	Teaching staff
<b>Endorsed by</b>	Governing Body on 14/2/19
<b>Review frequency &amp; next review due</b>	Annually as part of the review of the Behaviour Policy.
<b>Comments</b>	This policy is available on our school website and is available on request from the school office.

## **Positive Handling Policy – January 2019**

(to be used in conjunction with the Behaviour 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, with reference to DFE Use of Reasonable Force advice for schools (2015). This policy should be read in conjunction with other school policies relating to interaction between adults and pupils specifically the school's Behaviour Policy.

The application of any form of positive handling places staff and children in a vulnerable situation. Staff, therefore, have a 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.

### **Definitions of contact**

- (a) **Physical Contact:** Situations in which proper physical contact takes place between staff and pupils, e.g. in games/ PE or to comfort pupils.
- (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 using the Incident recording form (Appendix A) and filed with the Head Teacher.

The Head Teacher will be informed of all incidences of Positive Handling use.

### **Underpinning Values**

Everyone attending or working at Surlingham and Rockland-St-Mary Primary School has the right to:

- a recognition of their unique identity
- be treated with respect and dignity
- learn and work in a safe environment
- be protected from harm

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

# SAPIENTIA EDUCATION TRUST

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 work in partnership with the school to ensure that the child understands and follows the School's Behaviour Policy. In certain cases, children have an individual risk assessment which may detail the use of reasonable force which will have been discussed with the parents.

## **Training**

Some members of staff are trained on Positive Handling following the 'Norfolk Steps' program (see training register). No member of staff will undertake positive handling without appropriate training.

## **Strategies for Dealing with Challenging Behaviour**

All challenging behaviour will be addressed using the guidelines set out in the behaviour policy.

Should an incident require further intervention be needed then staff will use reasonable physical intervention using the minimum degree of contact to prevent a child harming him or herself, others or property. The form of physical intervention may involve staff doing the following:

- physically interposing themselves between pupils
- blocking a pupil's path
- escorting a pupil
- shepherding a pupil away

## **Recording**

Where positive handling has been used, a record of the incident always needs to be kept and the Head teacher informed. All recording needs to be completed on the day of incident and needs to include the following:

- name of pupil
- date, time and place of incident
- a brief description of the incident and actions taken
- attempts made to calm the situation
- names of people who witnessed the situation
- any damage/harm to persons or property
- name of person informing parents
- after investigation a summary of action taken

After the review of any incident, a copy of the recording form (Appendix A) will be kept in the Head teacher's office at the respective school.

## **Complaints**

Any complaints about staff will be dealt with under the school's Complaints about Staff Procedure Policy.

# SAPIENTIA EDUCATION TRUST

## Appendix A:

All incidents involving the use of force to control or restrain a pupil should be logged using the template below and given to the Headteacher:

### SURLINGHAM?ROCKLAND-ST-MARY PRIMARY SCHOOL INCIDENT LOG

Pupil's Name:		Person completing form:			
Details of Incident:		Date	Time	Location	Duration
Staff involved:					
Pupils witnessing the incident:					
Describe behaviour and events leading up to the incident; include diversionary tactics that were used:					
Describe the Incident, who was involved, positive handling strategies used, duration of incident and pupil response:					
Describe what happened after the incident, pupils response, any injuries to pupil, staff or other pupils, damage to property:					
Any additional action taken:					
Pupil views:					
List of people who might need to be informed:					
Headteacher	Nurture Lead	Parents	DSL	Chair of Governors	