



R A Butler Academy Infant & Junior Schools

Positive Handling Policy

September 2021

Headteacher's signature	<i>Signed copy on file in HT office</i>
Chair of Governors signature	<i>Signed copy on file in HT office</i>

Positive Handling Policy

(to be used in conjunction with the Behaviour Policy)

Introduction

This policy supports all teaching and support staff who come into contact with pupils who may need to be positively handled due to their challenging behaviour. 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. All such incidents will be recorded and filed with the Headteacher, who will be informed of all incidents of positive handling use as soon as possible.

Underpinning Values

Everyone attending or working at R A Butler Academy 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 have 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 complaints 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 to work in partnership with the school to ensure that the child understands and follows the School's Behaviour Policy.

Training

Key members of staff will have specific Positive handling training. However in accordance with DfE guidelines, all members of staff may use restraint with pupils if it is deemed they are putting themselves or others at risk.

Strategies for Dealing with Challenging Behaviour

All challenging behaviour will be addressed using the guidelines set out in the Behaviour Policy. Should an incident requiring 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 Headteacher informed using the form attached. All recording needs to be completed on the day of incident and needs to include the following:

- name of pupil and their SEN status.
- date, time and location of incident.
- name of adults involved (directly and as witnesses).
- details of other pupils involved (directly and as witnesses).
- brief description of incident by the staff involved including any attempts to de-escalate and warnings given that force might be used.
- reason for using force and description of the force used.
- any damage/harm to persons or property.
- a summary of action taken.
- next steps / further action.
- name of person informing parents after investigation.

After the review of any incident, a copy of the recording form will be kept in the Headteacher's office.

Complaints

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

Positive Handling Record Form

Name of Pupil	
Class	
SEN status	

Date, time and location of incident

Names of adults involved (directly and as witnesses)

Details of other pupils involved (directly or as witnesses), including their SEN status.

Brief description of incident by the staff involved including any attempts to de-escalate and warnings given that force might be used

Reason for using force and description of the force used

Any injury suffered by staff or pupils and any first aid and/or medical attention required

Any damage to property

A summary of action taken

Next steps / further action

Date, time and name of the person informing the parents

Report compiled by	
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Name and role	
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Date	
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Report countersigned by	
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Name and role	
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Date	
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Please note: the names of pupils should be removed if the completed form is shared with external agencies. Names of members of staff should only be included with their consent.

The member of staff involved in the incident should complete the incident report. The Headteacher or the member of staff with lead responsibility for safeguarding checks the record and that the school provides the member of staff involved in the incident with a copy of the final version. It is important that this information is treated in confidence.

All accounts of the same incident should be recorded, including those of the pupil or pupils involved.

It should not be shared with parents as a matter of course.