



*St Edward's Church of England
Primary School*

Holding Policy

June 2014



St. Edward's Church of England Primary School

HOLDING POLICY

This policy is based on our experience in managing difficult children and what is widely held to be a consensus of opinion and attitude already in existence within St Edward's C/E Primary School. These guidelines are intended to conform with Section 93 of the Education and Inspections Act 2006, Article 5 of the Human Rights Act 1998, the 1989 Children Act, Circular 11/07 Use of Force Guidance from the Department of Children, Schools and Families (DCSF) and the 2010 Guidance on The Use of Force to Control or Restrain Pupils from the DCSF.

1. The ethos of our school is that control should be based on good, positive relationships between staff and pupils. The guidelines suggested are not intended to cover every eventuality. It is recognised that on occasion physical restraint may be necessary:

- no occasions should arise when it is acceptable for a person to act violently towards others. Staff who act professionally, and within these agreed and published guidelines, will be supported if a situation arises where physical restraint is necessary;
- time and/or distance from the child might, at times, obviate the need for physical control;
- situations can arise that cannot be diffused and, where unacceptable behaviour becomes violent or dangerous, it is likely that a member of staff will become directly involved immediately;
- only those members of staff who have had authorised training will become directly involved in the safe handling of children;
- on occasions it may be appropriate to use physical restraint to reduce the level of violence or danger. However, it must be remembered that there may well be times when the use of physical restraint may, in the short term, increase the level of violence. Members of staff should only use physical restraint when other alternatives have been or cannot be tried, and where one of the following circumstances appear to exist:
 - a) where pupils are in imminent danger of causing injury to themselves;
 - b) where other children or staff are in imminent danger of injury;
 - c) if a child is causing significant damage to property;
 - d) when a pupil has refused to carry out a reasonable instruction, and in so doing, their presence is causing serious disruption. This could be an occasion when the child has refused to leave a room or go to an appointed place after direct instruction from a member of staff.

Whenever possible in a), b) and c) and always in d), the child should be warned clearly that you are likely to take physical action before that action ensues.

2. It is important to remember that the security of the child, and therefore the emotional stability, depends on the certain knowledge of the child that we are in charge:

- a temper tantrum is naturally best dealt with by the demonstration of calm, unthreatened and unthreatening concern, and the assumption of total control by the caring adult;
- adult action ensuing from temper loss is never acceptable;
- whenever possible, more than one adult should be present during the use of restraint. It may be appropriate to observe from a distance or monitor regularly by entering the space in order to support and ensure the safety of both adult and child;
- in every case the minimum strength and the shortest period of time should be used to achieve the necessary objective;
- the pupil should be repeatedly offered the opportunity to exercise self-control and the restraint should stop at the earliest opportunity;
- as soon as possible the child should be removed from general circulation. Withdrawal/"hands off" restraint, (see paragraph below), can be calming and may prevent any stubbornness adopted by children if others are able to observe the incident;
- it is our school's policy that the safest form of restraint is "hands off". Injury or stress, (to adult or child), is best avoided by removing children to a safe area where physical contact will cease. Children may well remain in this area alone, but closely observed/ monitored by member(s) of staff, until these adults are certain the child has calmed

3. Appropriate notes will be recorded, and the incident communicated to senior management as well as other relevant members of staff, (Appendix A). These records are kept in a central file in the Head Teacher's office, witnessed by relevant members of staff and signed by the Head Teacher.

Parents/Carers

The issues, structures and procedures surrounding the possible restraint of pupils is thoroughly discussed with parents/carers in an interview with the Learning Support Inclusion Manager. As a result of this discussion, and as part of the admission process, parents are asked to read and sign a copy of the agreement/permission form, (Appendix B). A copy of this policy document is available to parents on request.

APPENDIX A



St Edward's Church of England Primary School
Physical Restraint Incident Record Form

Name of pupil: _____ Class: _____

Pupil's DOB: _____ Date: _____

Report compiled by: _____ Form Ref: _____

Names and positions of staff involved in incident: _____

Antecedent (details of events leading up to incident/behaviour):

De-escalation techniques used (please tick):

Verbal advice and support	<input type="checkbox"/>	Step away	<input type="checkbox"/>
Reassurance	<input type="checkbox"/>	Time out offered	<input type="checkbox"/>
Calm talking	<input type="checkbox"/>	Time out directed	<input type="checkbox"/>
Humour	<input type="checkbox"/>	Negotiation	<input type="checkbox"/>
Distraction	<input type="checkbox"/>	Other	<input type="checkbox"/>

Reason for intervention (please tick):

Physical safety of the pupil was at risk	<input type="checkbox"/>
Physical safety of another pupil was at risk	<input type="checkbox"/>
Physical safety of a member of staff was at risk	<input type="checkbox"/>
The pupil was attempting to harm him/herself	<input type="checkbox"/>
Prevent/interrupt absconding	<input type="checkbox"/>
Behaviour disrupting safe and secure learning environment	<input type="checkbox"/>

How did the pupil leave the room? (please tick and give names of staff where appropriate):

Independently	Guided by (please give staff names)	Safe hold by (please give staff names)
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Any further details:

Pupil relocated to (please tick):

Corridor	Quiet Room	Other (please specify)
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Pupil response (please tick):

- | | | | |
|------------------------|--------------------------|--------------------------|--------------------------|
| Refused to sit | <input type="checkbox"/> | Sat- abusive/swearing | <input type="checkbox"/> |
| Attempted to walk away | <input type="checkbox"/> | Sat – targeted others | <input type="checkbox"/> |
| Attempted to abscond | <input type="checkbox"/> | Attempted to hurt others | <input type="checkbox"/> |

Any further details:

Duration of restraint:

Time began: _____ Time ended: _____

Description of physical restraint used (please tick):

- | | | | |
|-------------------|--------------------------|----------------------|--------------------------|
| Single man escort | <input type="checkbox"/> | To ground – by child | <input type="checkbox"/> |
| Two man escort | <input type="checkbox"/> | To ground – by adult | <input type="checkbox"/> |
| Kneeling | <input type="checkbox"/> | Standing | <input type="checkbox"/> |
| Safe hold | <input type="checkbox"/> | Sitting | <input type="checkbox"/> |

Description of pupil response to restraint:

Escort to Quiet Room monitored by:

(see attached record sheet)

Restrained in Quiet Room – door closed	<input type="checkbox"/>	Restrained in Quiet Room – door open	<input type="checkbox"/>
Restrained in Quiet Room – held	<input type="checkbox"/>	Door closed by child	<input type="checkbox"/>

Other details:

Details of any injuries sustained or complained of by staff or pupil and action taken:

Further action taken:

Signature: _____ **Time:** _____ **Date:** _____

Signature of Head Teacher: _____ **Time:** _____ **Date:** _____

St Edward's Church of England Primary School
Quiet Room Physical Restraint Record Form

Reference number of Physical Restraint Incident Record Form: _____

Name of pupil: _____ Date: _____

Names and positions of staff involved in incident: _____

De-escalation techniques used (please tick):

- | | | | |
|---------------------------|--------------------------|------------------------------|--------------------------|
| Verbal advice and support | <input type="checkbox"/> | Options offered | <input type="checkbox"/> |
| Reassurance | <input type="checkbox"/> | Step away | <input type="checkbox"/> |
| Calm talking | <input type="checkbox"/> | Negotiation | <input type="checkbox"/> |
| Distraction | <input type="checkbox"/> | Other (please specify below) | <input type="checkbox"/> |

Other: _____

Pupil response (please tick):

- | | | | |
|------------------|--------------------------|------------------------------|--------------------------|
| Crying | <input type="checkbox"/> | Sexual comments | <input type="checkbox"/> |
| Remorseful | <input type="checkbox"/> | Self harming | <input type="checkbox"/> |
| Shouting | <input type="checkbox"/> | Spitting | <input type="checkbox"/> |
| Swearing | <input type="checkbox"/> | Kicking | <input type="checkbox"/> |
| Verbally abusive | <input type="checkbox"/> | Hitting | <input type="checkbox"/> |
| Threatening | <input type="checkbox"/> | Other (please specify below) | <input type="checkbox"/> |

Other: _____

Time	Intervention

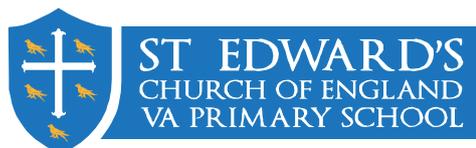
Time	Intervention

Signature: _____

Time: _____

Date: _____

APPENDIX B



HAVERING DRIVE, ROMFORD, ESSEX, RM1 4BT
TEL: 01708 745971 FAX: 01708 764623
WEB: www.stedwardsva.net
EMAIL: contact@stedwardsva.net

Dear Parents,

As you are aware, it is the policy of our school to make every effort to keep everybody safe and happy while they are at school. In accordance with the school's Holding Policy, (a copy of which can be obtained on request), there may be circumstances when it is necessary to restrain or isolate pupils for their own or others' safety.

The school's policy follows Government guidelines and has been approved by the local Education Authority. School staff will always make every effort to avoid unnecessary conflict and confrontation with pupils, and between pupils, and staff have undertaken the necessary training to enable them to deal safely and calmly with potentially dangerous situations.

This policy is in the best interest of all children who attend our school and we should like to work in close partnership with parents on this matter. Please would you read, sign and return the attached slip as soon as possible. Thank you.

Yours sincerely

Mrs S Ellner
Head Teacher

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To: Mrs S Ellner, Head Teacher

Holding Policy

Child's name: _____ Class: _____

I understand that there may be circumstances when St Edward's Primary School staff will physically intervene on behalf of children or adults. I am aware that at these times my child may be escorted, restrained or removed to a safe area by member(s) of staff.

Parent/Carer's name: _____ (please print)

Parent/Carer's signature: _____

Date: _____

HOLDING POLICY

Approved by Teaching and Learning Committee:

Chair of Teaching and Learning Committee

Date

Head Teacher

Date

Approved by Full Governing Body:

Chair of Governors

Date

Head Teacher

Date