



MALVERN ST JAMES

Girls' School

Physical Contact & Reasonable Force Policy

This policy is the responsibility of the Senior Deputy Head and will be reviewed biennially. This policy is applicable to all pupils in EYFS to Year 13.

This is a non-statutory policy intended to provide clarification on the use of physical contact, restraint and force within School and on the legal powers staff have, alongside the School expectations regarding the use of physical restraints, when enacting their duty of care for pupils. It should be read in conjunction with the Rewards and Sanctions Policy, the Staff Behaviour and Code of Conduct Policy, the Safeguarding Policy as well as the Health and Safety Policy aspects which deal with Risk Assessments and Manual Handling.

Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances.

All members of school staff have a legal power to use reasonable force and may use such force as is reasonable in the circumstances for the purpose of preventing a pupil from doing (or continuing to do) any of the following:

- a) committing any offence;
- b) causing personal injury to, or damage to the property of, any person (including the pupil herself); or
- c) prejudicing 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 policy does not endorse a procedure of 'no contact' with pupils at the School. There are occasions when physical contact other than reasonable force with a pupil is proper and necessary. The School believes that to deny pupils all physical contact with adults is to deny a basic human need and expression of care and concern for all pupils. This physical contact must only be expressed by staff in ways appropriate to their professional role and in relation to the pupil's individual needs.

Who can use reasonable force?

The Education Act of 1996 clarified the powers of teachers and others staff who have lawful control or charge of pupils This power applies to any member of staff at the School. It also applies to people whom the Head has authorised to have control or charge of pupils within the School for any duration of time or elsewhere where any member of staff has lawful control of the pupil at that time. This includes unpaid volunteers accompanying pupils on a School organised visit

What is reasonable force?

The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils. Force is usually used either to control or restrain. This can range from standing between pupils or blocking a path, guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a pupil needs

to be restrained to prevent violence or injury. Staff are advised always to use their voices first and to use the minimum force necessary to restrain a pupil for the shortest possible period of time.

'Reasonable in the circumstances' means the degree of force used should be no more than is needed to achieve the desired result. ***The use of force is reasonable if it is proportionate to the consequences it is intended to prevent.*** The standard of proportionality is best defined in terms of "what is reasonably proportionate to the amount of harm likely to be suffered by the defendant or likely to result if the forcible intervention is not made."

School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

Definition of terms:

In a school, force is used for two main purposes – to control pupils or to restrain them.

Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.

Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.

When can reasonable force be used?

Schools do not require parental consent to use force on a pupil. The use of force by a staff member on a pupil is a power, not a duty; members of staff have discretion whether or not to use it. However, staff should be aware that failing to act (including a failure to use reasonable force) may in some circumstances breach their duty of care. School staff can expect the full backing of the Head when they have used reasonable force.

Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. Any person not on the School register may be classified as a pupil of the School and so fall under the procedures of this policy if they are on School premises for the benefit of educational purposes.

The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used. Staff can use reasonable force to:

- remove disruptive children from the classroom or learning environment 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 or learning environment, where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight;

- In addition to the general power to use reasonable force described above, the Head, and staff under her authorisation, can use such force as is reasonable given the circumstances to conduct a search for prohibited items.

Schools cannot use force as a punishment, as it would fall within the definition of corporal punishment – it is always unlawful to use force as a punishment.

Risk Assessment

For pupils with special educational needs (ADHD, Asperger’s, Autism etc) special procedures may be needed as appropriate to their condition. Details will be noted on their Educational Health Care Plan or Pastoral Care Plans as to what these measures are.

All staff including teachers, teaching assistants and other colleagues in School must be informed about pupils and families who are vulnerable or volatile. Vulnerable or volatile pupils and families should be clearly identified in documentation and kept on file. A risk assessment based on knowledge and previous experience will be carried out and a plan of action for individuals written by a delegated member of staff.

Staff should always avoid touching or holding a pupil in a way that might be considered indecent. They must always consider whether a risk is urgent and whether there is any alternative to physical intervention. Staff should always try to deal with the situation using other agreed strategies to calm a situation before using force.

The school has a disciplinary approach based on positive reinforcement of acceptable behaviour. All Staff are familiar with School’s policy and have a clear understanding about when physical restraint is appropriate and how it should be done. Appropriate training regarding this policy is provided to key pastoral and boarding staff (**see Appendix 2**).

Procedure

- Before intervening physically, staff should, wherever practicable, tell the pupil who is misbehaving to stop and what will happen if they do not, in line with the Rewards and Sanction Policy. The member of staff should continue attempting to communicate with the pupil throughout the incident and should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary. A calm and measured approach to a situation is needed and staff should never give the impression that they have lost their temper or are acting out of anger or frustration, or to punish the pupil. Staff must use minimum force for maximum effect over the shortest time;
- Pupil safety is paramount. Staff must be aware of signs of distress such as vomiting, changes in colour, breathlessness;
- After an incident staff must report the incident via CPOMS or complete the ‘*Report of Incident Involving Physical Restraint.*’ (**See Appendix 1**) and arrange for it to be placed on CPOMS;
- Parents of all pupils, including those in EYFS, must be informed on the same day as the incident, of the circumstances which led up to the incident and the outcome. Parents must also be informed of any future action the School intends to take;
- The Head, Senior Leadership Team and staff will evaluate any incident of physical restraint to inform future management of pupils in similar situations;
- Staff involved will be debriefed following an incident and kept informed of any future action which relates to it;

- Where incidences of Reasonable Force have been used, the Head will make a report to the Governors;
- At the judgement of the Head, the Chair of Governors will be informed on the day of any serious incident.

Essential points to remember

Whenever possible, staff are advised to seek the support of another adult when they need to use reasonable force to resolve a situation they cannot deal with in any other way. The other adult will be a witness to the incident and will complete a witness report for the record.

Staff should use their professional judgement and also consider the following:

- The pupil's behaviour and level of risk presented at the time of the incident;
- The degree of force used;
- The effect on the pupil or member of staff;
- The pupil's age.

Complaints

In the event of complaints to the School or to Social Services in connection with the use of force by a member of staff, the Head will seek advice and support on how to respond to the complaint with particular regard to the Complaints Policy.

When a complaint is made, the onus is on the person making the complaint to prove that his/her allegations are true – it is **not** for the member of staff to show that he/she has acted reasonably.

Where a member of staff has acted within the law – that is, they have used reasonable force in order to prevent injury, damage to property, or disorder – this will provide a defence to any criminal prosecution or other civil or public law action.

The general approach of the law is that it allows such force to be used as is reasonable in the circumstances as the defendant believes them to be, even if his belief was a mistaken one.

Other forms of Physical Contact

It is not illegal to touch a pupil. There are occasions when physical contact other than reasonable force with a pupil is proper and necessary.

Examples of where touching a pupil might be proper or necessary:

- Holding the hand of the pupil at the front/back of the line when going to assembly or when walking together around the School;
- When comforting a distressed pupil;
- When a pupil is being congratulated or praised;
- To demonstrate how to use a musical instrument;


- To demonstrate exercises or techniques during PE lessons or sports coaching;
- When a pupil needs encouragement to attempt a new challenge e.g. to climb on to a piece of apparatus;
- When there is a need to take urgent action to avoid an accident or injury;
- To give first aid.

All staff should take extreme care when offering physical comfort to pupils, particularly as they approach puberty, as physical contact can be misconstrued, and this can cause distress to all concerned. Not all pupils feel comfortable with physical contact and, wherever possible, staff should seek the pupil's permission before initiating contact. Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of Staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the Head must be informed and a confidential note put on CPOMS tagged under Safeguarding.

Staff supervising, talking with or teaching small groups or individual pupils should only do so in rooms with visual panels in the doors unless a specific risk assessment has been agreed

In all aspects of physical contact, staff must be sensitive to:

- cultural backgrounds;
- the need to maintain pupils' personal space;
- any concerns that a pupil may have been abused and will either seek physical contact or positively avoid it.

Authorised by	Resolution of the Governors of Malvern St James
Signature	
Date	15 March 2023

Effective date of the Policy	15 March 2023 Updated October 2023
Review date	Spring Term 2025
Circulation	Governors / teaching staff / all staff / parents / pupils [on request]

REPORT OF INCIDENT INVOLVING PHYSICAL RESTRAINT

Once completed save on CPOMS and send email to Head and the Designated Safeguarding Lead notifying them of the incident

Pupil Name:	
Date:	Time:
Details of Incident <i>(Record the who/what/where/when factually)</i>	
Methods of restraint(s) if used:	
Incident managed by:	
Witnesses/other staff/pupils involved:	
Follow up <i>(including notes on any debriefing session or evaluation and defined actions.)</i>	
Parent/Guardian informed by:	
Date:	Time: Via: email/phone/face to face

Please check to ensure the report is clear and will make sense to someone from outside the School reading it at some point in the future.

Signed:			
Date:			
Other witnesses/staff involved should sign and date below:			
Signature(s)			
Names(s)			
Date:			

Appendix 2

Positive Handling Training October 2023 1 day course

The following staff have received Positive Handling training:

Belle Bedford
Megan Bowdrey
Abbie Brown
Lucy Campbell
Vicky Collett
Violeta Din
Orla Duffy
Fiona Fowles
Zoe Hemphill
Lucy Miller
Roisin Murphy
Anouska Van Ravenstein
Abi Sweetland
Holly Wuidart-Gray
Zinnia Wilkinson
Sophie Yeates

Lisa Guest is also fully trained.