Care and Control of Pupils Policy

Ashton Primary School

Date policy created: May 2021

Most recent policy review date: September 2026

By: Laura Butterworth

Review date: September 2027

INTRODUCTION

This policy has been prepared for the support of all teaching and support staff who come into contact with pupils and for volunteers working within the school to explain the school's policy on care and control. The school's Behaviour Policy is made available to parents through the school website.

The policy has been developed in response to the recommendations of Circular 10/98 "The Use of Force to Control and Restrain Pupils" issued following the enactment of Section 550A of the 1996 Education Act. It has been updated and takes account of the most recent DfE guidance of 'Use of Reasonable Force in Schools 2026.'
https://assets.publishing.service.gov.uk/media/6943dad6501cdd438f4cf5aa/Restrictive_interventions_including_use_of_reasonable_force_in_schools.pdf
It also follows the policies of Lancashire Education and Cultural Services Committee.

The original policy was prepared after staff and Governor discussion in May 2021. The policy is updated annually. The responsible person for the implementation of the policy is the Headteacher. It is recommended that this policy be read in conjunction with the school Behaviour Policy as the two policies run parallel and at certain points overlap each other.

SINGLE EQUALITY

It is the responsibility of all teachers and other staff, to ensure that all children irrespective of: gender, ethnicity, disability, religion or belief, sexual orientation, age or any other recognised area of discrimination, have access to the whole curriculum and make the greatest progress possible. We also recognise that stereotyping is a form of discrimination and we work hard to challenge this.

These 4 areas are embedded fully in our whole school ethos and therefore in all aspects of the curriculum, both formally and informally.

INTENT OF THE POLICY

Good personal and professional relationships between staff and pupils are vital to ensure good order in our school. It is recognised that the majority of pupils in our school respond positively to the discipline and control practised by staff. This ensures the well-being and safety of all pupils and staff in school. It is also

acknowledged that in exceptional circumstances, staff may need to take action in situations where the use of reasonable force may be required. This is outlined for further clarification in the Behaviour Policy.
Every effort will be made to ensure that all staff in school:

1. Clearly understand the policy and their responsibilities in the context of their duty of care in taking appropriate measures where reasonable force is necessary

   AND

2. Are provided with appropriate training to deal with these difficult situations.

The application of any form of physical control places staff and pupils in a vulnerable position. It can only be justified according to the circumstances described in this policy. Staff therefore have a responsibility to follow the policy and to seek alternative de-escalation strategies wherever possible in order to prevent the need for physical intervention.

Reasonable force will only be used as a last resort when all other behaviour management strategies have been exhausted and failed or when pupils, staff or property are at risk.

DEFINITIONS

1. Physical Contact

Proper physical contact between staff and pupils for example in the care of pupils with learning disabilities in PE, or when comforting a pupil.

2. 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.

3. Physical Control/Restraint

This will involve the use of reasonable force when there is an immediate risk to pupils, staff or property. All such incidents must be recorded on CPOMS and reported to parents/carers.

UNDERPINNING VALUES

Everyone attending or working at Ashton Primary School has the right to:

- Recognition of their unique ability
- Be treated with respect and dignity
- Learn and work in a safe environment
- Be protected from harm, violence, assault and acts of verbal abuse.

Pupils attending this school and their parents have a right to:

- Individual consideration of pupils needs by the staff who have responsibility for their care and protection
- Expect staff to undertake their 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.

At Ashton Primary School, we will ensure that 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 ensure the good behaviour of their child and that he/she understands and follows our behaviour management policy.

AUTHORISED STAFF

At Ashton Primary School, all teachers are authorised to use reasonable force. Within our school, authorisation will be extended to the following:

- Teaching Assistants and H.L.T.A.s employed by the school

All staff have received Safer Handling training to ensure correct use of methods and consistency between staff members.

Authorisation is not given to parents or volunteers, students or people on work experience.

Supply staff will not be authorised to use reasonable force unless they are familiar with our policy and have undertaken training.

STAFF FROM THE AUTHORITY WORKING WITHIN THE SCHOOL

Support services will have their own policies on the care and control of pupils. Support service staff, whilst on school premises, are expected to be aware of and operate within the policies of Ashton Community Primary School.

All staff authorised to use reasonable force will have been fully briefed on the principles of this policy. This will be the responsibility of the Headteacher. No member of staff will be expected to undertake the use of reasonable force without this knowledge and understanding.

STRATEGIES FOR DEALING WITH CHALLENGING BEHAVIOUR

Within the explicit framework of the agreed Behaviour policy, staff consistently use positive strategies to encourage acceptable behaviour and maintain good order.

Every effort will be made to resolve conflicts positively and without harm to pupils or staff, property, buildings or the environment. Where unacceptable behaviour threatens good order and discipline and provokes intervention, some or all of the following approaches should be taken according to the circumstances of the incident:

- Verbal acknowledgement of unacceptable behaviour with request for the pupil to refrain; (this involves negotiation, care and concern and a yellow behaviour card issued)

- Further verbal reprimand stating:

  That this is the second request for compliance (red behaviour card issued);
  An explanation of why the behaviour is unacceptable;
  An explanation of what will happen if the unacceptable behaviour continues.

- Warning of intention to intervene physically and that this will cease when the pupil complies. At this stage, if possible, summon assistance.

- Physical intervention. Reasonable force uses the minimal degree of force to prevent a child harming him or herself, others or property.

ESCALATING SITUATIONS

The 1996 Education Act (Section 550A) stipulates that reasonable force may be used to prevent a pupil from doing, or continuing to do any of the following:

- Engaging in any behaviour prejudicial to maintaining good order and discipline at the school or among any of its pupils, whether the behaviour occurs in a classroom during a teaching session or elsewhere (this includes authorised out of school activities);
- Self-injuring or placing him or herself at risk;
- Injuring others;
- Causing damage to property, including that of the pupil;
- Committing a criminal offence (even if the pupil is below the age of criminal responsibility).

TYPES OF INCIDENTS

The incidents described in Circular 10/98 fall into three broad categories:

a) Where action is necessary in self-defence or because there is an immediate risk of injury;
b) Where there is a developing risk of injury, or significant damage to property;
c) Where a pupil is behaving in a way that is compromising good order or discipline;

ACCEPTABLE MEASURES OF PHYSICAL INTERVENTION

The use of any degree of force can only be deemed reasonable if:

a) It is warranted by the particular circumstances of the incident;

b) It is delivered in accordance with the seriousness of the incident and the consequences which it is desired to prevent;
c) It is carried out at the minimum to achieve the desired result;
d) The age, understanding and gender of the pupil are taken into account;
e) It is likely to achieve the desired outcome.

Wherever possible, assistance should be sought from another member of staff before intervening.

Physical intervention uses the minimum degree of force necessary for the shortest period of time to prevent a pupil harming himself, herself, others or property.

This form of physical intervention may involve staff:

- Physically positioning themselves between pupils.
- Blocking a pupil's path
- Escorting a pupil
- Shepherding a pupil away

In extreme circumstances, trained staff may need to use more restrictive holds.

Any such measures will be most effective in the context of the overall ethos of our school, the way in which staff exercise their responsibilities and the behaviour management strategies used. Wherever reasonable force is used, staff must carry on talking to the pupil through the process.

RECORDING

Where physical intervention has been used to manage a pupil, a record of the incident will need to be kept. Where physical control or restraint has been used a record of the incident will be kept. This will be recorded on CPOMS, and all records must include:

- Name of pupil;
- Name of staff member/s;
- Date, time and place of incident;
- Why the incident developed;
- Attempts made to calm the situation;
- Names of any staff or pupils who witnessed the incident;
- The outcome of the incident including any injuries sustained by any pupil or member of staff;
- Any damage to property that resulted;
- How parents have been informed;
- After investigation, a summary of actions taken.

The incident will be recorded as soon as possible after the incident and parents/carers must be informed when physical intervention has been used.

Where staff have been involved in an incident involving reasonable force, they should have access to counselling and support. Within our school, if required, this will be made available through the Headteacher or through Supervision, which is available for all staff and delivered by the Lancashire Safeguarding team. Staff may also contact the Directorate 'Stress Line' and/or the County Council's Welfare and Counselling Section.

ACTION AFTER AN INCIDENT

The Headteacher will ensure that each incident is reviewed and investigate if further action is required. If further action is required in relation to a member of staff or a pupil, this will be pursued through the appropriate procedure:

- Child Protection Procedure (this may involve investigations by Police and/or Social Services);
- Staff Facing Allegations of Abuse Procedure.
- Staff or Pupil Disciplinary Procedure.
- School Behaviour Policy
- Exclusions Procedure

The member of staff will be kept informed of any action taken.

In the case of any action concerning a member of staff, he/she will be advised to seek support from his/her professional association/union.

COMPLAINTS

Any complaints about staff will be dealt with under the school's "Complaints about Staff" Procedure. This can be found on the school website within the Complaints Procedure Policy.

The Chair of Governors will be informed of complaints but other governors will not be involved as a complaint may require further action on their part.

MONITORING OF INCIDENTS

Whenever a member of staff has occasion to use reasonable force, this will always be documented and recorded. Monitoring of incidents will help to ensure that staff

are following the correct procedures and will alert the Headteacher to the needs of any pupil(s) whose behaviour can only be contained by the use of reasonable force.

This process will also address patterns of incidents and evaluate trends that may be emerging.

GOVERNORS

The Governing Body has responsibility for the school's range of policies. The Headteacher reports to the school governors about the curriculum and policies relating to each subject area, as well as policies relating to the wider school.

Next Review date: September 2027