

## BEHAVIOUR MANAGEMENT & PHYSICAL INTERVENTIONS POLICY: ADDENDUM TO THE WHOLE SCHOOL BEHAVIOUR POLICY

### 1. INTRODUCTION

The aims of Team Teach are:

- ❑ To promote the least intrusive positive handling strategy and a continuum of gradual and graded techniques, with an emphasis and preference for the use of verbal, non-verbal de-escalation strategies being used and exhausted before positive handling strategies are utilised.
- ❑ To enable services to develop acceptable and authorised responses to disruptive, disturbing, angry and aggressive behaviours in a manner that maintains positive relationships and provides safety for all, by training in Team-Teach.
- ❑ To reduce the amount of serious incidents involving physical controls in all settings and to emphasise the importance of exhausting behaviour management strategies in the first instance.
- ❑ To increase the awareness of staff concerning the importance of recording and reporting, monitoring and evaluating, all incidents involving positive handling.
- ❑ To provide a process of repair and reflection for both staff and children.

These aims sit well with the school's existing behaviour policy.

These guidelines should be read in conjunction with, and form an integral part of, the school's behaviour policy.

### 2. BASIC PRINCIPLES

In the normal daily management of the school, staff will be asking pupils to follow certain instructions and, by and large, these requests are complied with. There are, however, occasions when this is not the case and this is when the routines and procedures set out in the school's behaviour policy are put into operation. It is vital that these procedures are used to provide a gradation of response appropriate to the levels of behaviour shown whilst at all times treating pupils professionally and with respect.

Very occasionally however there may be times when these systems are to no avail and the pupil puts himself/herself at risk or others at risk or property at risk by their actions. It is on these occasions that staff may have to consider physical interventions to prevent such risks. In the even of such a situation arising staff must follow the following principles:

- ❑ Physical interventions must only be used as a last resort and then only where there is clear risk of injury to the pupil, others or risk of serious damage to property. Physical intervention should only be used when the potential consequences of not intervening are sufficiently serious to justify considering the use of force; the chances of achieving the desired result by others means are low; and the risks associated with not using force outweigh those of using force.
- ❑ Staff authorised to use force: Other than in an emergency (ie to protect a pupil), only those staff who have undergone Team Teach training should use any form of physical intervention or to assist others in such interventions. (In most situations staff who are not suitably trained should immediately seek support from trained colleagues as any use of physical intervention by themselves could lead to disciplinary action)
- ❑ At a point when all de-escalation strategies have been exhausted in relation the situation being managed, only those holds and techniques taught during Team Teach training may be used

with emphasis on only using the minimum force necessary to achieve the desired result. Use of any other form of physical intervention by a member of staff will result in disciplinary action.

- ❑ Following any physical intervention, the staff involved must complete a positive handling and physical intervention form by the end of that working day.

### 3. STAFF TRAINING

All teaching and teaching support staff will, as part of their induction, access the first available two day (12 hour) Team Teach training course if required. (Some new starters may have received this level of training with a previous employer). Team Teach refresher training will be made available to all existing staff and will form part of the cycle of INSET. Further refresher training will be made available to any member of staff that either requests it or is advised to do so by the leadership team.

### 4. PROCEDURES TO BE FOLLOWED IN THE EVENT OF A PHYSICAL INTERVENTION BEING EMPLOYED

- ❑ **A positive handling & physical intervention form *must* be completed *every time* a pupil is physically handled or moved against their will. Forms are located in the Team Teach tab on Behaviour Watch.** This may seem to be overkill but if a child goes home and complains to their parent/carer that they have been physically manhandled, and there is no report or record of this in school, then staff are at risk.
- ❑ Bearing this in mind, the intervention should be reported verbally to the head, deputy or assistant head as soon as possible (ie within minutes rather than hours). The Behaviour Watch Team Teach form should always be completed by the end of the school day unless there are exceptional reasons preventing this, in which case it *must* be completed within twenty-four hours of the intervention taking place.
- ❑ All incidents must also be logged in the school's **Positive Handling & Physical Intervention Log Book. (Located in school offices)**
- ❑ All Behaviour Watch Team Teach forms will be printed off and kept in a central file in the school office.
- ❑ Any pupil who requires physical intervention on a regular basis will have a **Behaviour Management Plan** and associated **Risk Assessment**. These must be reviewed after any physical intervention (see below).
- ❑ Any pupil who does not have an existing behaviour management plan will require one to be written, with a supportive risk assessment, following a physical intervention.
- ❑ In order to inform all staff that an incident involving a physical intervention has taken place, the member of staff completing Behaviour Watch record will select "inform all staff" when saving it to the system. This will ensure that those who may be coming into contact with the pupil can respond sensitively and not unwittingly aggravate a situation further.
- ❑ Member of senior management team to inform parents or carers of event as soon as practically possible.

### 5. Team Teach FORM

The Team Teach form is available on Behaviour Watch and can be completed when selecting this tab.

Use of this form provides a very clear and comprehensive record of exactly what has taken place in any physical intervention incident; who was holding whom, in what hold and for approximately how long.

An example of the strategies record section of the form is given below, based on the following scenario:

*A child refuses to stop damaging property. You have gone through de-escalation techniques and warned him that you may have to physically intervene but to no avail.*

*A staff member then physically intervenes by using a single elbow hold; after about a minute the child is still refusing to comply and another member of staff supports by using the double elbow hold.*

*After about 30 seconds the child still refuses to comply so staff move the child to a sitting position. After a further 2 minutes the child is still refusing to comply and so another member of staff takes over from one who is holding the child.*

*The staff hold this position for about 3 minutes, during which time the child slowly begins to calm down and the holds are gradually released so that repair and reflection can take place.*

(Please see over for an illustration of how this part of the form would be filled in)

techniques	standing			Sitting / chair			kneeling		
	event	time	initials	event	time	initials	event	time	initials
Single elbow hold	1	< 1 min	JLB						
Figure of four									
Double elbow hold	2	< 1 min	JLB MDF	3	< 2 min	JLB MDF			
Double elbow hold				4	< 3 min	MDF ANO			
Wrap									
Other									

NB If more than one pupil has to have physical interventions for the same incident, then these must be recorded on separate forms.

## 6. THE POSITIVE HANDLING & PHYSICAL INTERVENTION LOGBOOK

When each form is printed off from Behaviour Watch it should be numbered. This number should relate to the corresponding reference number in the school's **Positive Handling & Physical Intervention Log Book**, which is kept in the office.

A page of the Positive Handling & Physical Intervention Log Book would look similar to:

Log No:	Date:	Pupil Involved:	Incident recorded on file:	Signature of Head Dep or Assist.
001	22/03/03	Joe Bloggs	Yes	T. H. Ead
002	19/04/03	Tina Smith	Yes	A.D.E. Puty
003	17/09/03	Sam Jones	Yes	T.H. Ead

The purpose of this log is to be able to demonstrate patterns emerging, that a rigorous approach is taken to the protection of all concerned and that the school is managing issues in an open and transparent way.

## 7. AN INDIVIDUAL BEHAVIOUR MANAGEMENT PLAN & RISK ASSESSMENTS

An individual behaviour management plan can be put into place at any time a member of staff feels it may benefit a pupil who is at risk of not complying with the school's behaviour policy (It does not have to include physical interventions)

However, such a plan must automatically be put into place (if not already existing) as a consequence of a physical intervention taking place.

Once a plan has been formulated it is essential that all staff are aware of its contents so that they can support the pupil with a team approach.

Such a plan must be reviewed at least termly and always after a physical intervention has taken place.

A review of a behaviour management plan may result in the decision that it is no longer required and therefore can be discontinued.

Individual behaviour plans will always include a risk assessment where the pupil is at risk of not complying with the school's ethos and thereby putting himself/herself, or others, at risk.

Behaviour Management Plans and associated Risk Assessments must be stored on the G or Q Drives in a folder called "Behaviour Plans" a copy must also be kept in the pupils school file. A copy of the plan must also be distributed to all staff. It is likely that plans will be discussed as part of full staff meetings at least once a term. When a plan is revised, updated copies must be distributed in the same way. It is important to date each time a plan has been revised at the bottom of the form.

## FLOW CHART

Positive Handling is required



PHPI form completed and passed on to Headteacher - all incidents logged in Positive Handling & Physical Intervention Log Book. (Located in school office) PHPI forms kept in pupil file

**Behaviour Management Plan completed, Risk Assessment Form completed in consultation with parents/carers.**



Behaviour Management Plan distributed to all staff and stored both in pupil file and on G/P Drive "Behaviour Plans"



Behaviour Management Plan and Physical Management Risk Assessment reviewed at least once a term and/or following further situations regarding physical intervention



Behaviour Plans and Risks Assessments updated regularly. Pupil no longer requires a plan.

## 8. COMPLAINTS AND ALLEGATIONS

Complaints and allegations will be managed using the procedures outlined in the following Federation policies as appropriate: Complaints Policy, Safeguarding Policy, Disciplinary and Whistle Blowing Policies.

## 9. MONITORING AND REVIEW

- The Governing Body will be kept informed of the number of recorded incidents necessitating positive handling by way of the Head Teacher's Report to Governors produced three times a year. The Health and safety Link Governor will also review the number of positive handling incidents as part of their monitoring role.
- Behaviour Management Plans and associated Risk Assessments will be reviewed by staff on a termly basis or following any significant event.
- This policy will be reviewed annually.

This policy was reviewed and approved on 20<sup>th</sup> October 2014

Review: annual