

# Oastlers School

## Policy Document



### **LEARNER MANAGEMENT AND CARE POLICY**

#### **OVERVIEW**

This policy does more than simply outline the use of physical intervention in Oastlers School, it aims to provide a transparent overview of how we use physical contact to both care for and, where appropriate, manage our learners. Working within the philosophy of 'Every Child Matters', with a particular focus in relation to the strands of 'Staying Safe' and 'Enjoying and Achieving', our Learner Care and Management Policy describes the acceptable physical interaction between staff and learners on a daily basis. Based on the principles of moving from least intrusive to more restrictive holding we have divided interaction into three definable areas.

#### **Definitions of Positive Handling:**

No legal definition of reasonable restraint within a school exists. However, for the purpose of this policy and the implementation of it in Oastlers School:

**'Any physical intervention must be proportionate to both the behaviour of the individual to be restrained and the nature of the harm they might cause otherwise'.**

#### **Physical Contact:**

Situations in which physical contact occurs between staff and learners are as follows:

- (a) to either care for learners who may be distressed or have severe and profound learning disabilities;
- (b) in subject areas, such as physical education, in order to promote inclusive learning opportunities and deliver the National Curriculum. In addition staff will also use positive touch to comfort learners; **or**
- (c) if first aid or medical attention is required

#### **Physical Intervention:**

This may be used to divert a learner from a destructive or disruptive action, for example guiding or leading a learner by the arm or shoulder with little or no force. The techniques implemented here will include 'turn, gather, guide' and the 'friendly or small child hold'. The important factor within these situations is the compliance of the child as a result of the intervention.

#### **OBJECTIVES**

The 2006 Education Act (Section 93) enables school staff to use such force as is reasonable to prevent a learner from doing or continuing to do any of the following:

- committing a criminal offence;
- causing personal injury to, or damage to the property of, any person (including the learner himself); or
- prejudicing the maintenance of good order and discipline at the school or among any learners receiving education at the school, whether during a teaching lesson or otherwise

#### **The Head Teacher will ensure that all staff in the school:**

- (i) minimise the need to use restraint by:
  - creating a calm, orderly and supportive climate that minimises the risk and threat of violence of any kind;
  - developing positive relationships between learners and staff;
  - using Social and Emotional Aspects of Learning (SEAL) approaches to teach learners how to manage conflict and strong feelings;
  - de-escalating incidents as and when they arise;
  - recognising that situations which trigger challenging behaviours are often foreseeable;
  - effectively managing individual incidents by communicating calmly and using non-threatening verbal and body language and ensuring that the learner can see a way out of the situation;
  - only using restraint when the risks involved in doing so are outweighed by the risks involved in not;
  - by undertaking risk assessments and producing positive handling plans for individual learners, as necessary;
- (ii) clearly understand this policy and their responsibilities in the context of their duty of care, in taking appropriate measures where restraint is necessary; and

- (iii) are provided with appropriate training to deal with situations requiring de-escalation and physical restraint.

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

### **STRATEGIES**

Physical intervention will only be used as a last resort when all other behaviour management strategies have failed or when learners, staff or property are at risk.

#### **Physical intervention/Restrictive Physical Intervention:**

This will involve the use of reasonable force when there is an immediate risk to learners, staff or property. It is important to note that the use of 'reasonable force' should be seen as a last resort. All such incidents are recorded and will be stored for ready access.

The following techniques are accredited by Team Teach and authorised for staff to use by the Head Teacher. Whenever possible the following techniques will be used:

The two person double elbow (and to chairs), two person single elbow (and to chairs) and the T wrap (depending on child's size)

As indicated, the level of compliance from the learner determines whether or not the interaction is an intervention or a control/restraint. If staff are in doubt, then the incident should be recorded on Oastlers School's standard recording form.

### **Underpinning values**

#### **Everyone attending or working in the centres have a right to:**

- recognition of their unique identity;
- be treated with respect and dignity;
- learn and work in a safe environment;
- be protected from harm, violence and assault.

#### **Learners attending the centre and their parent(s)/carer(s) have a right to:**

- individual consideration of learner needs by the staff who have responsibility for their care and protection;
- expect staff to undertake their duties and responsibilities in accordance with Bradford District PRU's policies;
- be informed about centre rules, relevant policies and the expected conduct of all learners and staff working in there;
- be informed about Bradford District PRU's complaints procedure.

Oastlers School staff team will ensure that parents/carers and learners understand the need for learners to respond to clearly defined limits, which govern behaviour in the centre. In turn parents/carers will have committed themselves through the 'Home School Agreement' to promote the good behaviour of their child and that efforts have been made by them to ensure that s/he understands and follows the school's Behaviour Policy.

### **Use of physical intervention:**

The general guidance on The Use of Force to Control or Restrain Learners (2010) continues to be supplemented by two specialist guidance documents, namely:

- Guidance on the Use of Restrictive Physical Interventions for Staff Working with Children and Adults who display Extreme Behaviour in Association with Learning Disability and/or Autistic Spectrum Disorders (Circ LEA/0242/2002); and
- Guidance on the Use of Restrictive Physical Interventions for Learners with Severe Behavioural Difficulties (Circ LEA/0264/2003).

### **Training:**

Training for all staff will be made available and is the responsibility of the Head Teacher. No member of staff will be expected to undertake the use of reasonable restraint without appropriate training. Prior to any practical training, theoretical aspects of effective behaviour management will have been delivered and arrangements will be made clear, as part of the induction of staff, and training will be provided as part of on-going continued professional development for staff.

Oastlers School is committed to implementing the Team Teach approach to learner care and management, which is recognised by the British Institute of Learning Disabilities (BILD) 'working together to safeguard people and services'. Further information in relation to Team Teach can be found at [www.team-teach.co.uk](http://www.team-teach.co.uk)

Physical techniques are not used in isolation, and all the centres are committed to ensuring that, as a result of incidents, learning opportunities are created for learners that allow them to 'own' and take responsibility for their behaviour.

In addition, procedures will be put in place to ensure that appropriate support is provided for staff and that following an incident, learner/staff relationships are rebuilt and repaired to ensure that a positive learning environment is maintained.

Risk Assessments are completed for each learner where there is a foreseeable risk that physical intervention may be needed. Such risk assessments will be developed to include the identified target behaviours and circumstances in which they occur. The assessment will identify the benefits and the risks associated with the strategies being proposed.

Training will need to include a comprehensive review of the agreed standard incident monitoring forms and any centre-specific learner level recording that is being used for planning and evaluating behaviour management strategies.

### **Strategies for dealing with challenging behaviour:**

As endorsed in Oastlers Behaviour Policy, staff utilise consistent positive strategies to encourage acceptable behaviour and good order engaging learners in a calm and measured tone.

Every effort will be made to resolve conflicts positively and without harm to learners or staff, property, buildings or the environment. Where unacceptable behaviour 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 learner to refrain; (this includes negotiation, care and concern)
- Further verbal reprimand stating:
  - that this is a repeated request for compliance;
  - an explanation of why observed behaviour is unacceptable;
  - an explanation of what will happen if the unacceptable behaviour continues.
- A statement of intent that physical intervention may well be used, alongside a reminder that holding will cease when the learner shows compliance. If possible, summon assistance from senior management.
- Physical intervention. Reasonable force being used to prevent a child harming her or himself, others or property.

Training in physical intervention given to staff will include sections on the current legal framework, background, theory and rationale behind the Team Teach Approach, as well as an understanding of personal space, body language and a personal safety curriculum, before any physical techniques are taught.

Team Teach techniques seek to avoid injury to the learners, but it is possible that bruising or scratching may occur accidentally, and these are not to be seen necessarily as failure of professional technique, but as a regrettable and infrequent side effect of ensuring that the learner remains safe.

Wherever possible assistance will be sought from another member of staff.

Positive handling at Oastlers School is seen as a proactive response to meet individual learner need and any such measures will be most effective in the context of the overall ethos of the school, the way that staff exercise their responsibilities and the behaviour management strategies used.

### **Recording:**

Where physical control or intervention has been used a record of the incident will be kept. This record should be made on the school Incident Report form and in the hard-backed bound book.

Appropriate documentation will be completed as soon as possible after the incident, normally prior to staff going off duty and be signed by all staff involved and the Head Teacher.

After the review of the incident, a copy of the details will be placed on the learner's file.

A Health and Safety Accident/Incident Form will be completed and returned to the Authority in situations where injury has occurred to either members of staff or learners.

**Action after an incident:**

Where staff have been involved in an incident involving reasonable restraint they should have the opportunity for a brief period of rest and, in the case of more serious incidents, access to counselling and support.

The Head Teacher will ensure that each incident is reviewed and investigated further. If further action is required, in relation to a member of staff or a learner, this will be pursued through appropriate procedures detailed in;

- The learner's IEP/BSP
- Schools Behaviour Policy
- Exclusions Procedure
- Child Protection Procedure

The member of staff, learner, parent(s)/carer(s) will be kept informed of any action taken.

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

**Monitoring incidents:**

Whenever a member of staff has to use reasonable restraint, this will always be recorded and documented following agreed procedures. Monitoring of incidents will help to ensure that staff are following the correct procedures and will alert the Head Teacher the needs of any learner.

All critical incidents, involving violence to staff and/or injuries to learners will be reported to the Head Teacher, and designated Health and Safety Officer.

**OUTCOMES**

This policy will promote good personal and professional relationships between staff and learners which are vital to ensure good order in our school. It is recognised that the majority of learners in our school respond positively to the discipline and behaviour management techniques practised by staff. This ensures the well-being and safety of all learners and staff in the centres. 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. Oastlers staff team acknowledge that physical techniques are only part of a whole setting approach to behaviour management.

An annual report will be presented to the Governing Body.

**Revised and adopted by the Governing Body .....**