



**CASTLEFIELD SCHOOL**

**USE OF FORCE POLICY**

**2022-2025**

Signed (HT): 

Date agreed: Term 2 2022

Signed (Chair of GB): 

Review date: Term 2 2025

## Introduction

This guidance is based on, and should be read in conjunction with, the recommendations in the DCSF Document the Use of Force to Control or Restrain Pupils (April 2013) This document gives the up to date legal context for any school policies on the use of force and restraint.)

“Situations involving decisions about whether to use force can occur in any school. Both using force and deciding not to can entail significant risks for pupils and staff. Establishing a clear school policy on the use of force by staff is an important part of minimising these risks.”

### 1) Objectives and Principles:

The Headteacher and Governors have a responsibility to maintain the safety of pupils and staff. There is a responsibility to prevent serious breaches of school discipline and to prevent serious damage to property. This policy should be communicated to all staff, pupils and parents.

As all members of school staff are authorised by law to use force the school does not have a no-contact policy. We are, however, committed to the principle that force and restraint should only be used in a reasonable way and when all other means of resolving issues are deemed to be inappropriate.

We recognise that force in schools is generally used for two different purposes:

- a) To control: control can mean either passive physical contact (e.g. standing between pupils or blocking a pupil's path) or active physical contact (e.g. leading a pupil by the hand or arm, or ushering a pupil away by placing a hand in the centre of the back)
- b) To Restrain: When members of staff use “restraint” they physically prevent a pupil from continuing what they were doing after they have been told to stop. The use of restraint techniques is usually used in more extreme circumstances, such as when two pupils are involved in a fight and physical intervention is needed to separate them.

### 2) Minimising the Use of Force:

At Castlefield School we aim to create a calm and orderly environment that minimises the risk of incidents arising that might require the use of force. This is done in a number of ways:

- Using resources including Social and Emotional Aspects of Learning to teach pupils how to manage conflicts and strong feelings
- Ensuring staff are aware of de-escalation techniques to manage conflict if it does arise
- Only using force when the risks involved in doing so are outweighed by the risks involved in not using force
- Having up to date and regularly reviewed risk assessments and positive handling plans for individual pupils

### 3) Staff Authorised to Use Force

- i. Permanent Authorisation:  
The Headteacher, Deputy Headteacher and Safeguarding and Welfare Officer have authority to use force to control or restrain pupils. This authorisation is extended to all staff employed by Castlefield School, however, when possible and safe to do so, a member of the above list should be called for.
- ii. Temporary Authorisation:  
In some circumstances a) staff whose jobs do not normally involve supervising pupils and b) volunteers working with pupils will be authorised to be in control or charge of pupils, will have statutory power to use force. This might include:

- School trips
- Off site learning activities
- After school activities

#### 4) Deciding Whether to Use Force:

Staff should only use force when

- The potential consequences of not intervening are sufficiently serious to justify considering use of force
- The chances of having the desired result by other means are low
- The risks associated with not using force outweigh those of using force.

Some situations where reasonable force might be used are:

- To prevent a pupil from attacking a member of staff, or another pupil, or to stop a fight between two or more pupils
- To prevent a pupil causing deliberate damage to property
- To prevent a pupil causing injury or damage by accident, by rough play, or by the misuse of dangerous materials or object
- To relocate a pupil who persistently refuses to follow an instruction
- To prevent a pupil behaving in a way that seriously disrupts a lesson
- To prevent a pupil behaving in a way that seriously disrupts a school sporting event or school visits

***It is unlawful to use force as a punishment and staff should not do this under any circumstances.***

Staff will be kept informed about, and advised how to deal with, pupils who present particular risks to themselves. These pupils should have an individual risk assessment and individual behaviour plan that determines the likely triggers for undesirable behaviour and the effective ways to manage such pupils.

If a pupil is suspected of having a weapon or any other dangerous object and is likely to resist a search, staff should alert the HT who will decide whether to call the police to deal with the situation.

When using reasonable force in response to risks presented by incidents involving children with SEND, mental health problems or with medical conditions, we consider the risks carefully recognise the additional vulnerability of these groups, as part of our duties under the Equality Act 2010, in relation to making reasonable adjustments and the Public Sector Equality Duty.

#### 5) Using Force:

Any staff using force or restraint to control a pupil should only use the minimum force necessary to achieve the desired result.

It is our policy that:

- In any situation a child is given an oral warning that force may have to be used if the situation or behaviour being dealt with persists. This should be done clearly and calmly in language the child can understand.
- Staff should, wherever possible, not use force unless or until another responsible adult is present to support, observe and call for assistance.

- Any force used should aim to bring about a swift conclusion to a situation but also ensure there is minimal risk of any injury to the child. Staff should be aware that any use of restraint does bring the risk of an injury to the child. Staff must ensure that any use of force that may constrict breathing is only used in extreme emergencies and where there is no viable alternative.

## **6) Staff Training**

The Headteacher will ensure that all staff, as part of their induction to the school, are aware of their responsibilities in relation to the School Policy on the Use of Force.

At Castlefield School we will ensure the following training is in place:

- At least one member of staff will have received training by expert accredited providers in physical intervention and restraint technique. It is, however, not assumed that the named trained members of staff should be solely responsible for dealing with all incidents where physical intervention or restraint is required.
- All staff are made aware of the policy on the use of force and restraint with a particular focus on when, where and how force and restraint may reasonably be used and the way such incidents should be recorded.

## **7) Recording Incidents:**

Any use of force or restraint must be recorded in the bound and numbered book held in the Safeguarding & Welfare Officer's office. This record must be completed as soon as practicable after the incident and reviewed and signed off by the Headteacher by the end of the working day on which the incident occurred.

## **8) Reporting Incidents**

The school acknowledges it has a duty to report to parents if there has been a significant incident where a member of staff has used force or restraint on a pupil.

Once an incident is recorded and passed to the Headteacher they will make a decision about whether the incident is deemed as significant within 1 working day.

If the use of force or restraint is seen to have been significant it must be reported to parents by the Headteacher or Deputy Headteacher. Ideally this will be by telephone and will occur as soon as possible after the incident. Families should be given access to a copy of this policy.

If there is any concern that reporting the incident could lead the child being put at risk of harm, the incident should be passed immediately to the designated teacher for Child Protection who should liaise with the Local Authority and/or Social Services.

## **9) Post Incident Support**

If there is any injury to the child as a result of the use of restraint or force first aid and medical assistance should be sought immediately. Staff and pupils should be given appropriate emotional support.

Any member of staff who has been assaulted may decide to report the incident to the police or seek advice from their professional association

We will ensure that there is clear follow up and use of sanctions, in line with the behaviour policy, to the poor behaviour of the pupil concerned.

We will work to help the pupil and staff involved to rebuild a productive working relationship so, where appropriate, they may resume professional contact.

#### **10) Complaints and Allegations**

If an allegation is made against a member of staff the school will follow the appropriate policy and depending on the nature of the allegation, may involve contact with the LADO before any further action is taken.

Other complaints should be dealt with according the school complaints procedure.

#### **11) Monitoring and Review**

This policy will be reviewed in a 3-yearly cycle.

**Appendix A:**



**Individual Behaviour Support Plan**

Pupil Name:

Class:

D.O.B.:

Relevant Background & Summary Information:

Academically:

Child likes:

Child dislikes:

**All records of child's behaviour are to be made on CPOMS**



## Expectations and Targets

Pupil Name:

Class:

D.O.B.:

Behaviour Target	Child's Actions	Support	Success Criteria	Reward/Sanction
1.	•			Reward:
				Sanction:
2.	•			Reward:
				Sanction:
3.	•			Reward:
				Sanction:
4.	•			Reward:
				Sanction:
5.	•			Reward:
				Sanction:

Signed: \_\_\_\_\_ (Pupil)

Signed: \_\_\_\_\_ (Parent)

Signed: \_\_\_\_\_ (School)