



Lancaster Christ Church C of E Primary School

Have Faith... In yourself... In others... In God.

Positive Handling Policy

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 arrangements for care and control. Its contents are available to parents and pupils. A statement about the Schools Behaviour policy is made to parents in the School prospectus. This statement includes information on the use of reasonable force to control or restrain pupils.

The policy has been developed in response to the recommendations of Circular 10/98 "The Use of Force to Control or Restrain Pupils", issued following the enactment of Section 550A of the 1996 Education Act. It also follows the policies of Lancashire Education and Cultural Services Committee.

The policy should be read in conjunction with other school policies relating to interaction between adults and pupils. This includes:

- * Behaviour Policy
- * Safeguarding and Child Protection Policy
- * Health and Safety Policy

The responsible person for the implementation of the policy is Emma Simpson.

The policy will be reviewed annually by the Headteacher, staff and the Governing Body.

Purpose of 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.

Every effort will be made to ensure that all staff in this school:

- (i) clearly understand this policy and their responsibilities in the context of their duty of care in taking appropriate measures where reasonable force is necessary and
- (ii) are provided with appropriate training to deal with these difficult situations.

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

“For nothing will be impossible with God” Luke 1:37



Lancaster Christ Church C of E Primary School

Have Faith... In yourself... In others... In God.

follow the policy and to seek alternative strategies wherever possible in order to prevent the need for physical intervention.

Staff cannot be required to exercise their right to the use of reasonable force, however, must be mindful of their duty of care towards their pupils and ensure that failure to take action in certain circumstances does not breach this duty.

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

Force will never be used as a form of punishment.

Definitions:

(a) Physical Contact

Situations in which proper physical contact occurs between staff and pupils, eg, in the care of pupils with learning disabilities; in games/PE; to comfort pupils.

(b) 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.

(c) 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.

“For nothing will be impossible with God” Luke 1:37



Lancaster Christ Church C of E Primary School

Have Faith... In yourself... In others... In God.

Underpinning values of the policy:

Christ Church is a Church of England Primary School and everything we do is underpinned by our understanding of the teachings of the Christian faith. Christian values are emphasised and encouraged in all aspects of school life. Staff and children are committed to maintaining an atmosphere of mutual respect. We encourage children to develop as individuals and to enjoy all aspects of school life, to care for one another and be friendly.

At Christ Church Church of England Primary School, we believe that:

- children have the right to play, work and learn in a friendly, safe school environment;
- parents have the right to feel welcome and to know that their children are safe, well taught and cared for and happy;
- teachers have the right to teach in a school in which they are supported;
- all staff working in our school have the right to feel valued and respected.
- Everyone has the right be protected from harm, violence, assault and acts of verbal abuse.

We have a responsibility to promote spiritual, moral, social and cultural development, and a life-long love of learning, in order to enable our pupils to grow into well-rounded individuals who can make positive contributions to society.

Everyone who works and learns in our school should:

- show consideration towards others and treat everyone with mutual respect and courtesy;
- value the right of everyone to learn without disruption in a safe and caring environment;
- encourage high expectations and promote a positive attitude towards learning.

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

- individual consideration of pupil 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 school;
- be informed about the school's complaints procedure.

The school 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 the Schools' Behaviour Policy.

Authorised staff:

“For nothing will be impossible with God” Luke 1:37



Lancaster Christ Church C of E Primary School

Have Faith... In yourself... In others... In God.

All members of school staff have the legal power to use reasonable force. This power applies to any member of the staff at the school.

In this school only staff specifically authorised by the Headteacher may use reasonable force to physically control or restrain pupils; that is staff who have undertaken specific training to enable them to do so.

The Headteacher is responsible for making clear to whom such authorisation has been given, in what circumstances and settings they may use force and for what duration of time this authorisation will last. The Headteacher will ensure that those authorised are aware of, and understand, what the authorisation entails. Those whom the Headteacher has not authorised will be told what steps to take in the case of an incident where control or restraint is needed, for example to contact an authorised member of staff.

Supply staff will not be authorised to use reasonable force, nor will volunteers or parents.

The Headteacher will maintain a list of those who have been authorised and training which has been provided. This list will be reviewed termly.

Staff from the Authority Working Within the School

Support Services will have their own policies for care and control of pupils but service staff will, whilst on school premises, be expected to be aware of and operate within the policy of this school.

Training

The headteacher will consider whether members of staff require additional training to enable them to carry out their responsibilities and will consider individual pupil's needs when doing so.

No member of staff will be expected to undertake the use of reasonable force to control or restrain pupils without appropriate training. Prior to the provision of training, guidance will be given on action to be taken. Arrangements will be made clear as part of the induction of staff and training will be provided as part of on-going staff development. Training will be appropriate to the age, maturity and learning needs of the pupils.

Strategies for Dealing with Challenging Behaviour

Staff consistently use positive strategies to encourage acceptable behaviour and 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:

“For nothing will be impossible with God” Luke 1:37



Lancaster Christ Church C of E Primary School

Have Faith... In yourself... In others... In God.

- Verbal acknowledgement of unacceptable behaviour with request for the pupil to refrain; (this includes negotiation, care and concern)
- Further verbal reprimand stating:
 - that this is the second request for compliance;
 - an explanation of why observed 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. If possible, summon assistance.
- Physical intervention. Reasonable force uses the minimum 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 himself or herself at risk;
- injuring others;
- causing damage to property, including that of the pupil himself or herself;
- committing a criminal offence (even if the pupil is below the age of criminal responsibility).

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 imminent risk of injury ;
- (b) where there is a developing risk of injury, or significant damage to property;

In these situations, schools will make a professional judgement concerning the involvement of the police.

- (c) where a pupil is behaving in a way that is compromising good order or discipline.

“For nothing will be impossible with God” Luke 1:37



Lancaster Christ Church C of E Primary School

Have Faith... In yourself... In others... In God.

Examples of situations which fall within one of the first two categories are:

- a pupil attacks a member of staff, or another pupil;
- pupils are fighting;
- a pupil is engaged in, or is a developing risk of injury, or significant damage to property;
- a pupil is causing, or at risk of causing injury, damage by accident, by rough play, or by misuse of dangerous materials or objects;
- a pupil is running in a corridor or on a stairway in a way which he or she might have or cause an accident likely to injure him or herself;
- a pupil absconds from a class or tries to leave school (NB this will only apply if a pupil could be at risk if not kept in the classroom or at school).

Examples of situations which fall into the third category are:

- a pupil persistently refuses to obey an order to leave a classroom;
- a pupil is behaving in a way that is seriously disrupting a lesson.

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 as 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 result.

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.

“For nothing will be impossible with God” Luke 1:37



Lancaster Christ Church C of E Primary School

Have Faith... In yourself... In others... In God.

This form of physical intervention may involve staff:

- physically interposing 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 the school, the way in which staff exercise their responsibilities and the behaviour management strategies used. Wherever reasonable force is used, staff must keep talking to the pupil.

Recording

Where physical intervention has been used to manage a pupil, a record of the incident **may** need to be kept. Where physical control or restraint has been used a record of the incident **will** be kept. This record should be made in a school incident book which will include

- name of pupil
- date, time and place of incident
- a brief description of the incident and actions taken.

The Incident Book report 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 Headteacher.

In addition, specific details of the use of reasonable force will be recorded on Form RF1 which will include:

- how 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 which has resulted;
- whether/how parents have been informed;

“For nothing will be impossible with God” Luke 1:37



Lancaster Christ Church C of E Primary School

Have Faith... In yourself... In others... In God.

- and, after investigation, a summary of actions taken.

Staff may find it helpful to seek advice from a senior colleague or representative of their professional association/union when compiling a report.

After the review of the incident, copies of Form RF1 will be placed on the pupil's file and in the school's general file on the use of reasonable force.

Where necessary, a Health and Safety Accident/Incident Form (HS1) will be completed and returned to the Authority.

Where staff have been involved in an incident involving reasonable force, they should have access to counselling and support. Within the school, this will be made available through the Headteacher. 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 investigated further as 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)
- * Procedure for Allegations of Abuse against Staff
- * 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 advice from his/her professional association/union.

Complaints

The availability of a clear policy about reasonable force and early involvement of parents should reduce the likelihood of complaints but may not eliminate them.

Any complaints about staff will be dealt with under the School's Complaints Procedure.

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.

Suspension will not be an automatic response if a member of staff has been accused of using excessive force. School will refer to the 'Dealing with allegations of abuse against teachers and other staff' guidance where an allegation of use of excessive force is made against a member of staff.

Monitoring of Incidents

“For nothing will be impossible with God” **Luke 1:37**



Lancaster Christ Church C of E Primary School

Have Faith... In yourself... In others... In God.

Whenever a member of staff has occasion to use reasonable force, this will always be recorded and documented. 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 which may be emerging.

Monitoring the policy

This policy and procedures will be regularly monitored. At key points during the year staff will be reminded of the policy and procedures.

The Headteacher will report any incidents involving the use of reasonable force to the Governing Body on a termly basis.

Related Documents

- 'Use of reasonable force: Advice for headteachers, staff and governing bodies' (July 2013): DfE

"For nothing will be impossible with God" Luke 1:37



Lancaster Christ Church C of E Primary School

Have Faith... In yourself... In others... In God.

RECORD OF THE USE OF REASONABLE FORCE

Reference should be made to the School's Policy on Care and Control of Pupils (Paragraph 12. Recording) before completing this report form. This report should normally be completed as soon as practically possible after the incident.

Name of Pupil	_____	Registration Group/Class	_____
Date and Time of Incident	_____ am/pm	Place	_____
Reporting Staff	_____		_____
Staff Witnesses	_____		_____
Child Witnesses	_____		_____

1. RECORD OF INCIDENT

Reason why reasonable force was thought necessary:

Was the child concerned liable to injury? Yes / No

Were other children liable to injury? Yes / No

Were staff liable to injury? Yes / No

Was property about to be damaged? Yes / No

Was good order prejudiced? Yes / No

Other reasons: _____

“For nothing will be impossible with God” Luke 1:37



Lancaster Christ Church C of E Primary School

Have Faith... In yourself... In others... In God.

1.1 Concise details of how the incident began, nature of pupil behaviour, the use of techniques other than physical control to defuse the situation, and measures taken to avoid harm to the pupil.

1.2 Description of physical intervention/control/restraint used, including the degree of force used, how that was applied, and for how long.

1.3 Record of any injuries to pupils/staff (a body map should be attached [LACPC Multi-Agency Policy, Guidance and Procedures]).

1.4 Record of any damage to property.

1.5 Measures taken to ensure that the pupil was calmed after the incident.

1.6 Signature

Time

__ am / pm

Date

“For nothing will be impossible with God” Luke 1:37



Lancaster Christ Church C of E Primary School

Have Faith... In yourself... In others... In God.

Report passed to _____

Designation _____

“For nothing will be impossible with God” Luke 1:37

Policy written by: Emma Simpson

Date Written: April 2020

Version: 06

Last updated: March 2025



Lancaster Christ Church C of E Primary School

Have Faith... In yourself... In others... In God.

2. ACTION TAKEN BY HEADTEACHER/DEPUTY HEADTEACHER/SENIOR MANAGER

2.1 Name _____ Designation _____

2.2 Incident Book completed Yes / No

Signed by Headteacher Yes / No Head to initial action

Parents informed Yes / No

Incident discussed with pupil Yes / No

Time _____ Date _____

Other Professionals informed Yes / No

Name	Designation	Date Informed

2.4 Action Log (any other actions taken/follow up from other professionals etc)

Date **Summary of Actions/Reports**

“For nothing will be impossible with God” Luke 1:37

This policy was reviewed and agreed by the Board of Governors of Christ Church Church of England Primary School on: 25th March 2026.

The scheduled review date of this policy is: March 2027.

Signed: (Chair of Governors)

Date:

REVIEW

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	October 2019
2	Addition of statement relating to Peer on Peer Abuse	January 2020
3	Amended header and footer Added date of Policy on Care and Control of Pupils for reference	January 2021
4	Amended dates as required	March 2022
5	Amended section relating to 'Authorised Staff'	March 2025
6	No updates	March 2026