



Sponsored by Academy Transformation Trust

Physical Restraint

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*Inspire,
Aspire,
Achieve!*

Use of Force to Control or Restrain Students

The use of force should be avoided at all times. Indeed, staff are strongly advised to avoid physical contact with students at any time. Guidance is quite clear that controlling or restraining students using force should **only be used in extreme cases and under no circumstances should it be used in a situation that could clearly be resolved without force**. Inappropriate use of force to restrain students can have serious consequences for all concerned.

If a member of staff does use force to control or restrain students then (s)he **must** inform a member of ALT as soon as possible after the incident. At the earliest opportunity the staff member concerned must also provide a written report giving details for ALT.

Allegations of Abuse Against School Employees

The essential difference between this situation and other child protection issues is that if a student alleges abuse by a member of staff, then the Principal (or ALT if the Principal is not in station) **must** be informed immediately. The student must not be left alone or allowed to mix with other students.

Failure to report allegations of abuse by school employees could have serious consequences for the person to whom the abuse was revealed.

CODE OF CONDUCT FOR STAFF

This Code has been drawn up to assist all members of staff in maintaining entirely proper and professional relationships with students. It attempts to provide a clear and open picture of the boundaries of staff roles and the use of power. It is stressed that this Code is intended to provide guidance to members of staff in carrying out their responsibilities.

As employees responsible for the education and well-being of children, members of staff are accountable in their exercise of authority, their management of risk, the proper use of resources and the active protection of students from discrimination and avoidable harm. This document is designed both to be useful for members of staff in avoiding situations that might lead to allegations against them, and to reassure parents that a strategy exists to safeguard students.

Members of staff need to be prudent about their own conduct and vigilant about the conduct of others, so that their relationships with their students remain, and are seen to remain, entirely proper and professional. It is recognised that members of staff are vulnerable to the possible consequences of their close professional relationships with their students and to the potential for malicious and misplaced allegations being made by students, either deliberately or innocently.

It is recognised that there will inevitably be variations in students' needs dependent upon their age, ability, health and family circumstances. As it is not possible to cover all circumstances within the Code, the objective of the Code is to focus on general principles of good practice which can be applied in most situations.

PRINCIPLES

The duties placed on staff are:

- to teach students assigned to them according to the educational needs of those students
- to promote the general progress and well-being of any group or class of students assigned to them
- to ensure the health and safety of students whilst they are within the responsibility of the member of staff
- to provide guidance and advice to students on educational, personal and social matters including information about sources of more expert advice on specific questions
- to maintain good order and discipline among students and promote their development both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

The principles underpinning the relationship between a member of staff and a student are for the member of staff to give paramount consideration to the student's welfare by respecting and attempting to understand:

- the ascertainable wishes and feelings of the student concerned (considered in the light of his/her age and understanding)
- the student's physical, emotional and educational needs
- the likely effect on the student of any change in his/her circumstances
- the student's age, gender, background and any other relevant characteristics
- any harm which the student has suffered or is at risk of suffering

All staff are in a position of trust and they owe a duty of care to the students for whom they are responsible.

GUIDELINES FOR MEMBERS OF STAFF

Physical Contact

There may be occasions when a student needs comfort or re-assurance which may include physical comforting such as a caring parent would give. Members of staff should use their discretion in such cases to ensure that what is normal and natural does not become unnecessary and unjustified contact, particularly with the same child over a period of time. **Physical contact should never be secretive or for the gratification of the member of staff or represent a misuse of authority.**

Some members of staff are likely to come into physical contact with their students from time to time in the course of their teaching. An example of this could be when showing a student how to use a piece of apparatus or equipment or while demonstrating a move or exercise during Games or PE. Members of staff

should be aware of the limits within which such contact should properly take place and should consider the possibility of such contact being misinterpreted by the student.

Physical contact may be misconstrued by a student, parent/carer or observer. Such contact can include well intentioned informal and formal gestures such as putting a hand on the shoulder or arm, which if repeated with an individual student could lead to serious questions being raised. Any such comforting gestures must always be acceptable to the student concerned, i.e. there should be no unwanted physical contact, however well intentioned. Members of staff should be aware of the legal definition of assault and battery and that this can include touching, holding, pushing etc. **Therefore as a general principle, members of staff should not have unnecessary physical contact with their students.**

There may be occasions where it is necessary for members of staff to restrain a student physically to prevent him/her from inflicting injury to him/herself or others. **In such cases only the minimum force necessary must be used and any action taken must follow the guidelines above.**

Any form of physical punishment of students is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint. It is particularly important that employees understand this both to protect their own position and that of the school.

Meetings with Students

Members of staff should be aware of the potential risks which may arise from interviewing individual students in private. It is recognised that there will be occasions when confidential interviews must take place, but, where possible, such interviews should be conducted in a room with visual access or with the door open or in a room or area which is likely to be frequented by other people. **Meetings with students away from the school premises should not take place unless the specific approval of the Principal has been obtained.**

Where such conditions cannot apply, members of staff are advised to ensure that another adult knows that the interview is taking place. The use of 'engaged' signs is not advisable. Where possible another student or another adult should be present or nearby during the interview.

If it is necessary to detain a student for any length of time after the end of school hours, prior warning must be given to the student's parents or guardians.

Tutoring

Staff must not offer out of school tuition to any students that they teach. All staff engaged in outside tutoring are to inform the Principal of the type of tutoring involved and the names of the students concerned.

Phone/Internet Contact with Students

Staff should think carefully about making personal contact with students using mobile phones, for example text messaging . Such contact may be misconstrued.

Where possible all e-mailing with students should be done using the School LAN. Personal e-mailing may be misinterpreted by parents or students. Staff are

advised not to have students as friends on social networking sites as this can lead to students having inappropriate knowledge of staff.

Caring/First Aid

If a student complains of an injury or sickness, a judgement should be made as to whether he/she should be referred to a qualified first aider. Any student sent to Student Reception must have the appropriate pass completed by the teacher.

Members of staff who have to administer first aid should ensure wherever possible that another adult is present, if they are in any doubt as to whether necessary physical contact could be misconstrued.

Medical

All staff must be familiar with the medical register held in Student Reception. Staff should take particular note of any students that they teach and ensure they are fully aware of the students' needs.