

# **Our Lady's Catholic High School**

## **Care and Control of Pupils Policy**

*'Our Lady's is first and foremost a Catholic school. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognise the unique value of each individual. Everyone at Our Lady's has the right to be treated with respect at all times'.  
(from OLCCHS Mission Statement)*

**Reviewed: Spring Term 2024**

**Review Date: Spring Term 2026**

## **Mission Statement**

Our Lady's is first and foremost a Catholic School. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognises the unique value of each individual.

Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community.

## **Core Principles**

Everyone at Our Lady's has the right to:

- **develop their faith in a supportive context**

At Our Lady's this means we remain true to the teachings of the Holy Catholic Church while respecting the traditions of all faiths. We look to support all people in developing a love of God and their fellow people both within and outside of our school community

- **work and learn to the best of their abilities**

At Our Lady's this means that pupils should be well prepared for lessons by bringing the correct books and equipment. In class pupils should help others to learn by trying hard, listening well and being aware of the learning needs of others. Staff should be well prepared by planning appropriate, challenging lessons and providing regular feedback on progress. Everyone should value their gifts given by God and contribute to the life of our school

- **be treated with respect at all times**

At Our Lady's this means that we should speak in a way that supports others and helps each individual to grow and feel a welcome part of our school community. Opportunities, help and support will be given to all pupils and staff regardless of their gender, faith, race or background.

- **feel safe**

At Our Lady's this means that disagreement should always be resolved through discussion. The behaviour of everyone should contribute toward creating a calm and peaceful community. People who have worries about bullying behaviour should be taken seriously, their concerns investigated and appropriate action taken. Everyone should look out for others and report any concerns.

School staff have a legal power to use force. The use of physical force by a member of staff can only be justified according to the circumstances described in this policy. Staff have a responsibility to follow this policy and to seek alternative strategies, whenever possible, in order to prevent the need for physical intervention. Control or Restraint may range from guiding a pupil by the arm to safety to intervening to break up a fight or restraining a pupil to prevent violence or injury.

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. Staff should always try to avoid acting in a way that might cause injury (although this may not always be possible).

## **Scope of this policy**

This policy applies to all pupils when in or near school, travelling to and from school and on Educational Visits.

## Definitions

### a) Reasonable Force

Means using no more force than is necessary

### b) Physical Contact

Situations in which proper physical contact occurs between staff and pupils, e.g. in the care of pupils with learning disabilities; in P.E./drama; to comfort pupils.

### c) Physical Intervention

This may be used to divert a pupil from a destructive or disruptive action, e.g. guiding a pupil by the hand, arm or shoulder with little or no force.

### d) Physical Control/Restraint

Means to hold as pupil back physically or to bring a pupil under control. This will involve the use of reasonable force when there is an immediate risk to pupils, staff or property. It is typically used in more extreme circumstances. All such incidents must be recorded.

## Authorised Staff

In this school all members of staff are authorised to use reasonable force, but none are compelled to do so. The decision on whether to physically intervene is down to the professional judgement of staff member concerned and should always depend on the individual circumstances.

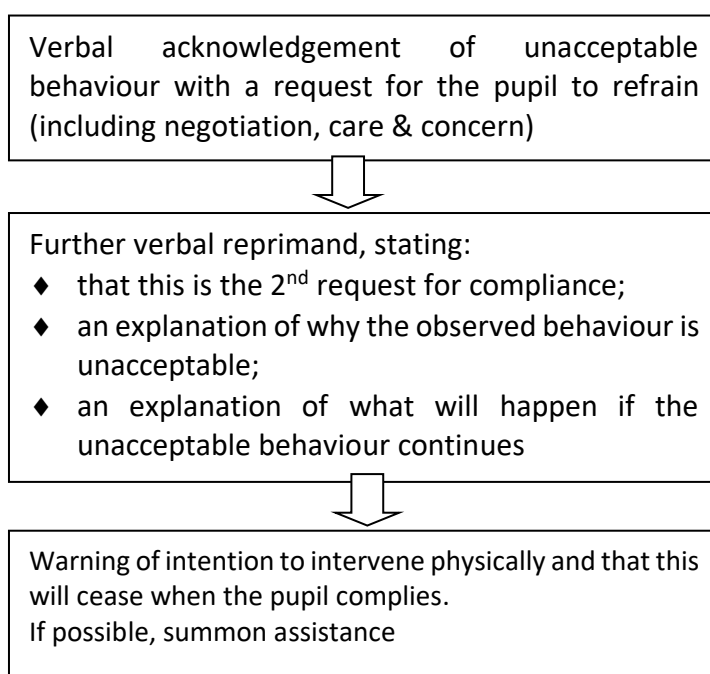
Members of outside agencies working in school are expected to be aware of and operate within, the policy of this school.

## Training

Will be provided for all staff. No staff will be expected to undertake the use of reasonable force without appropriate training. Until training has been provided, guidance will be given on action to be taken.

## Strategies for dealing with challenging behaviour

Before using physical intervention to resolve a situation where unacceptable behaviour threatens good order and discipline staff should, where possible, use some, or all of the following strategies.





## Physical intervention

**Reasonable force uses the minimum degree of force to prevent a child harming him or herself, others or property. Reasonable force may be used without the warnings above if, by taking the time to give the warning, another child or member of staff would continue to be physically harmed.**

### **Situations in which Reasonable Force may be used**

- ◆ Removing disruptive children from the classroom where they have refused to follow an instruction to do so
- ◆ Preventing a pupil from behaving in a way that disrupts a school event or a school trip or visit
- ◆ Preventing a pupil leaving a classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- ◆ Preventing a pupil from attacking a member of staff or another pupil, or to stop a fight
- ◆ Restrain a pupil at risk of harming themselves through physical outbursts

Reasonable adjustments must be made for disabled children and those with SEND.

### **Types of incidents**

The incidents where Reasonable Force may be used fall into 3 broad categories:

- a) where action is necessary in self-defence or where there is an imminent risk of injury.
- b) where there is a developing risk of injury, or significant damage to property.

Examples of incidents which fall in these 2 categories:

A pupil attacks member of staff, or another pupil; pupils are fighting; a pupil is engaged in, or is on the verge of committing, deliberate damage or vandalism to property; a pupil is causing, or at risk of causing, injury or damage, 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 in which he/she might cause an accident likely to injure him/herself, or others; a pupil absconds from a class or tries to leave school (this only applies if they would be at risk if not in class, or in school).

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

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

## **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 **must** be kept. This record should be made in a school incident book including

- ◆ name of pupil
- ◆ date, time & place of incident
- ◆ brief description of incident and action taken

The incident book report must be completed as soon as possible after the incident and signed by all staff involved and the Headteacher.

Also an RFI form (appendix 1) must be used to record specific details of the use of reasonable force used, including:

- ◆ how the incident developed
- ◆ attempts made to calm the situation
- ◆ names of any witnesses (staff & pupils)
- ◆ the outcome of the incident
- ◆ any damage to property which developed
- ◆ whether/how parents have been informed
- ◆ a summary of actions taken

Copies of form RFI should be placed on the pupil's file on cpoms and in the school general file on the use of reasonable force. This can be found in the Deputy Headteachers's office.

Parents will be informed if their child has been physically restrained. Staff involved will be offered counselling.

## **Action after the 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:

- ◆ Safeguarding Procedure
- ◆ Staff facing Allegations of Abuse Procedure
- ◆ Staff or Pupil Disciplinary Procedure
- ◆ School Behaviour Policy
- ◆ Exclusions Procedure

The member of staff will be kept informed of any action taken and where appropriate advised to seek advice from his/her professional association/union.

## **Complaints**

Any complaints about staff will be dealt with through the School's Complaints About Staff Procedure. The Chair of Governors will be informed.

When a complaint is made the onus is on the person making the complaint to prove that his/her allegations are true – it is not for the member of staff to show that he/she acted reasonably.

If a complaint is made a member of staff will not be automatically suspended while the complaint is investigated.

## Appendix 1

### Our Lady's Catholic High School Care & Control of Pupils Policy

#### RECORD OF THE USE OF REASONABLE FORCE

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

Name of pupil \_\_\_\_\_ Form \_\_\_\_\_

Date & 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? _____	
_____	

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 any injuries to pupils/staff (a body map should be attached [Green Child Protection Handbook]):

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 \_\_\_\_\_

Report passed to \_\_\_\_\_

Designation \_\_\_\_\_

Signature \_\_\_\_\_

**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
- Parents informed Yes/ No
- Incident discussed with pupil Yes/ No
- Other professionals informed Yes/ No

Name	Designation	Date Informed

- 2.3 Action Log (any other actions taken/follow up from other professionals etc)
- Date** **Summary of actions/ reports**