

St Elizabeth Catholic Primary School

POSITIVE HANDLING POLICY



The Governing Body of St Elizabeth Catholic Primary School

Date of Policy	September 2021
Review Date	September 2023
Chair/Committee Chair of Governor's signature	
Headteacher's signature	

Mission Statement

Inspiring and achieving lifelong learning in a welcoming Catholic community.

Safeguarding Statement

At St Elizabeth Catholic Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Elizabeth Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality statement

As a school we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

School Values

As a Catholic school with a strong Christian ethos we actively support and promote a value-based education. By living out our 4Rs – Relationships, Resilience, Responsibility and Respect, we encourage the whole school community to:

- Think about and reflect upon positive Christian, British and Universal values
- Experience how living out these values impacts on themselves and others, in school, in the wider community and in the world
- Instil a sense of belonging to the school, the local community, the country they live in and the wider global community
- Inspire individuals to choose their own positive personal social, moral and spiritual values
- Promote an inclusive school ethos and a learning climate that will raise aspirations and achievement
- Raise self-esteem and encourage children to take more responsibility for their own behaviour and learning

British Values

At St Elizabeth's, the school recognises and promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Through this provision of SMSC, the school will:

- enable pupils to develop their self-knowledge, self-esteem and self-confidence;
- enable pupils to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England; further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people;
- and encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

Data Protection

The General Data Protection Regulation (GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

The School will protect and maintain a balance between data protection rights in accordance with the GDPR. This policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties.

Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations.

All members of staff are required to familiarise themselves with its content and comply with the provisions contained in it. Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the School's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

Rationale

At St Elizabeth Catholic Primary School our ethos is built around Catholic Values, specifically a core set of Gospel Values. We also strongly promote British Values across all areas of the curriculum.

It is our aim to create a positive, caring atmosphere in our school, supporting children in following our school mission statement in their daily lives – Inspiring and achieving lifelong learning in a welcoming Catholic community.

This policy has been prepared to support all staff who come into contact with pupils that may need to be positively handled.

This policy should be read in conjunction with other school policies relating to interaction between adults and pupils, specifically the school's Behaviour Policy.

Good professional relationships between staff and pupils are vital to ensure good order in our school. It is recognised that the majority of our pupils in school respond positively to the discipline practised by our staff. This ensures the well-being and safety of all our pupils and staff. It is also acknowledged that, in exceptional circumstances, staff may need to take action in situations where the use of positive handling may be required.

Positive Handling will only be used as a last resort when all other behaviour management strategies have not worked or when pupils, staff and/or property are at risk.

Definitions

(a) Physical Contact - Situations in which appropriate physical contact takes place between staff and pupils, e.g. in games/PE or 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) Positive Handling - This will involve the use of reasonable force when there is a risk to pupils, staff or of significant damage to property. All such incidents will be recorded in the Bound and Numbered book, which is kept in the Executive Headteacher's office or CPOMs.

Positive Handling at St Elizabeth

At St Elizabeth we understand that regular physical contact situations will happen within the day through normal social interactions between pupils and staff when teaching physical games, normal social interaction or to comfort a child.

In some situations, physical intervention may be used. In the vast majority of situations this will be to protect the child, another child or adult, or to protect property.

In exceptional situations positive handling could be used to remove a child showing exceptionally dangerous, threatening, or disruptive behaviour.

It is important to stress physical intervention and positive handling is only used as a last resort. Every effort will be made by all members of staff to diffuse the situation before it reaches such a situation.

All physical contact is only used as a last resort, and is never used as a punishment, but to resolve dangerous or disruptive situations.

All staff members are expected to:

- Aim to diffuse any situation verbally without the need of physical contact or positive handling (e.g. verbally and using the behaviour policy)
- Mentally risk assess a situation where they feel they may have to make a physical intervention, or positive handling
- Think about, and decide that, 'If this were my child I wouldn't mind them being handled like this due to the nature of the situation'
- Think about and decide the 'reasonable force' needed in relation to the situation
- Carry out positive handling effectively and for the shortest possible period necessary

Reasonable Force

"Use of Reasonable Force; Advice for Headteachers, Staff and Governing Bodies (2013)" states what is seen as reasonable force.

'What is reasonable force?'

- 1. The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.*
- 2. Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.*
- 3. 'Reasonable in the circumstances' means using no more force than is needed.*
- 4. As mentioned above, schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.*
- 5. Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.*
- 6. School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.'*

At St Elizabeth we only will ever use reasonable force.

Recording

Where positive handling has been used, a record of the incident always needs to be kept. At St Elizabeth we have a 'Positive Handling Record Book' or CPOMS which can be requested from a member of the SLT.

All recording needs to be completed on the day of incident and needs to include the following:

- name of pupil
- date, time and place of incident
- a brief description of the incident and actions taken
- attempts made to calm the situation
- names of people who witnessed the situation
- any damage/harm to persons or property
- name of person informing parents
- after investigation a summary of action taken

This record will be recorded in a numbered and bound document ('Positive Handling Record Book' or CPOMS) as soon as possible by the person who positively held the child, and a copy of the recording form will be placed on the pupil's file.

CPOMS

CPOMS is the system we use to record all safeguarding incidents. It is therefore imperative that any incident recorded in the 'Positive Handling Record Book' is also reflected in CPOMS.

In order to be more efficient in our operations, the whole incident does not need to be retyped into CPOMS, rather an incident needs to be created in CPOMS which refers to the page number of the incident in the Positive Handling Record Book.

Process for recording an incident in CPOMS

- Open CPOMS
- Create a new incident.
- In the description of the incident, type in " Positive Handling Record Book Page Number" e.g. Positive Handling Record Book pg 24
- Click on the categories: "Child Protection/Safeguarding" & "Verbal & Aggressive Incident"
- Alert the Executive Headteacher or Head of School
- Save and exit

Training

We aim:

- To train as many staff members as possible in positive handling.
- For all key members of staff (such as Senior Leadership Team) to receive accredited training.
- For only those who have received training to use positive handling,

There may however be incidences where a non-trained member of staff has to use reasonable force to protect the child, other children, themselves or other members of staff.

Complaints

The availability of a clear policy regarding Positive Handling 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 about Staff Procedure Policy. 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

Monitoring of Incidents

Whenever a member of staff has occasion to use positive handling, 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 using positive handling. This process will address patterns of incidents and evaluate trends which may be emerging.

