St Cyprian's Greek Orthodox Primary Academy

ΠΑΝΤΑ ΙΣΧΥΩ ΕΝ ΤΩ ΕΝΔΥΝΑΜΟΥΝΤΙ ΜΕ ΧΡΙΣΤΩ ΙΝΑ ΑΡΙΣΤΕΥΩ

I AM STRONG THROUGH JESUS CHRIST

TO THE BEST THAT I CAN BE

Positive Handling Policy

Revised: July 2025

Reviewed and ratified by Full Academy Trust:

Date: 17.7.25

Signed: Andri Christou

Name: A Christou

Position: Chair of Education Committee

Date of next review: July 2027

Introduction

This policy has been prepared for the support of all teaching and support staff who come into contact with pupils who 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.

The application of any form of positive handling places staff and children in a vulnerable situation. Staff, therefore, have a responsibility to follow the policy and to seek alternative strategies wherever possible in order to prevent the need for positive handling. Positive Handling 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.

Definitions of contact

(a) Physical Contact: Situations in which proper 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 property or if good order is being seriously prejudiced. All such incidents will be recorded using the school form and filed with the DSL. A copy will be kept on CPOMS. The Head Teacher will be informed of all incidences of Positive Handling use. Parents will always be informed if an incident takes place.

Underpinning Values

Everyone attending or working at St Cyprian's Primary Academy has the right to:

- a recognition of their unique identity
- be treated with respect and dignity
- learn and work in a safe environment
- be protected from harm

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

- individual consideration of pupils needs by staff that have responsibility for their care and protection
- expect staff to undertake 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 the school
- be informed about the school's complaint procedure

The school will ensure that all 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 work in partnership with the school to ensure that the child understands and follows the School's Behaviour Policy.

Training

Appropriate members of staff will be trained on Positive Handling. Currently, this team is comprised of the Headship Team of the school, named Class Teachers, Teaching Assistant and Lunchtime Supervisors. Further training may be offered to members of staff as emerging needs arise. No member of staff is expected to undertake positive handling that involves restraint without their consent and all care should be taken to avoid placing staff in a vulnerable position, professionally and physically.

Strategies for Dealing with Challenging Behaviour

All challenging behaviour will be addressed using the guidelines set out in the behaviour policy. Should an incident requiring further intervention be needed then staff will use reasonable physical intervention using the minimum degree of contact to prevent a child harming him or herself, others or property. The form of physical intervention may involve staff doing the following:

- physically interposing themselves between pupils
- blocking a pupil's path
- escorting a pupil
- shepherding a pupil away
- moving the rest of the pupils away from the area where the child is, to minimize the impact on them and the child.

Pupils presenting challenging behaviour that requires any form of positive intervention should be supervised by at least two staff. A member of the Headship team or a senior leader should be called to assist as soon as practical.

Where a child is presenting behaviour that may escalate into the need for physical intervention, or where a pupil is assessed as presenting a risk of such behaviour, a risk assessment should be carried out and appropriate measures put in place to minimise the risk to pupils and staff. This should be carried out, as far as possible, with the parents of the child and reviewed regularly, at least once termly.

Pupils who present frequent risk of challenging behaviour where any form of physical intervention may be needed should have a Pastoral Support Plan in place as the need becomes evident. If appropriate the Headship team and DSL should arrange for a warning system to be in place, such as a walkie talkie or panic button.

Recording

Where positive handling has been used a record of the incident always needs to be kept and the Head teacher informed. 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

After the review of any incident, a copy of the recording form will be kept in the main behaviour book which can be found in the Head's office. A copy will be scanned and attached to the child's incident record in CPOMS (the school online pastoral care and safeguarding records). The recording form is attached to this policy as an appendix. A serious Incident record should also be completed and scanned into the CPOMS records.

Complaints

Any complaints about staff will be dealt with under the school's Complaints about Staff Procedure

Policy.

Complaints involving allegations that staff have harmed a child in the exercise of their duties must be managed with reference to the school policy on Managing allegations against staff. If there is a need a referral to the Local Authority Designated Officer (LADO) will take place. It is always good practice where there is an allegation to consult the LADO for advice.

Cross Referenced Policies: -

- Discipline and behaviour policy
- Child Protection and safeguarding policy and procedures
- Managing allegations against staff
- Home School Agreement
- Exclusions guidance and procedures
- Positive handling record form
- Serious Incident Record

Guidance: Use of reasonable force - Advice for Headteachers, Staff and Governing Bodies

– DfE Use of reasonable force in schools - GOV.UK (www.gov.uk)

Appendix 1

CROYDON COUNCIL POSITIVE HANDLING RECORD FORM For reporting significant incidents where staff has used force on a pupil

Details of pupil on whom force was used – name, class, and any SEN, disability or other vulnerability
Date, time and location of incident
Description of incident by the staff involved, including any attempts to de-escalate and warnings given that force might be used
Reason for using force and description of force used
Any injury suffered by staff or pupils and any first aid and/or medical attention required
Reasons for making a record of this incident
Follow-up, including post-incident support and any disciplinary action against pupils
Any information and incident shared with staff no involved in it and external agencies
When and how those with parental responsibility were informed about the incident and any views they have expressed
Has any complaint been lodged (details should not be recorded)? Y/N
Names of staff involved (directly or as witnesses) – names only included with their consent
Details of other pupils involved (directly or as witnesses), including whether any of the pupils involved were vulnerable for SEN, disability, medical or social reasons – remove these names on any reports to parents

Report Complied by:	
Role:	
Date:	

Report Countersigned by:	
Role:	
Date:	

The member of staff involved in the incident should compile the record. The member of staff with lead responsibility for safeguarding checks the record and provides the member of staff with a copy of the final version. Record to be copied to the Governor responsible for safeguarding. If there is an injury to the pupil or member of staff the Croydon Council accident report form must be used (hard copy available in the school office).

Appendix 2 – Serious Incident record

A copy of this form and any associated documents must be scanned and saved into CPOMS

Serious Incident Record			
Name of the Pupil:		**Date:**	
Location of the Incident:		**Name of the person completing the form:**	
Full Names of staff Involved: (All staff to read on completion and sign)			
Start time of the serous Incident:	**Duration of any restraint:**	**Any Injuries:**	**Medical Check:**
Hrs Mins	Mins	ϒ Child ϒ Other	ϒ Offered ϒ Accepted
Nature of the Risk	**External Agencies Informed**	**Supporting Records Completed**	**Incident Reviewed With Young Person:**
ϒ Injury To Person ϒ Injury To Others ϒ Damage To Property ϒ Serious Disruption ϒ Absconding	□Parent/Guardian (day book / letter / phone / child collected - delete as appropriate) ϒ Medical Staff ϒ LADO/MASH ϒ Police	ϒ Medical Report ϒ Formal Statement ϒ Positive Handling Form ϒ First Aid Log ϒ CPOMS	ϒ Offered ϒ Accepted
Environment and Triggers Describe what was happening and what led up to a dangerous situation: Tick and/or describe precisely what the risk was. ϒ Verbal abuse □ Slap □ Punch □ Bite □ Pinch □ Kick □ Spit □ Hair grab □ Neck grab □ Clothinggrab □ Body holds □ Arm grab □ Weapons/Missiles □ Leave premises			

Who was at risk?

Controlling Risk Describe any changes you made to routines, personnel or the environment in an attempt to reduce the risk of this happening.

Diversion, Distraction and De-escalation Attempted	
ϒ Verbal advice and support ϒ Firm clear directions ϒ Negotiation ϒ Limited Choices ϒ Distraction ϒ Diversion ϒ Reassurance ϒ Planned Ignoring ϒ C.A.L.M talking / Stance	ϒ Take up Time ϒ Withdrawal Offered ϒ Withdrawal Directed ϒ Transfer Adult ϒ Reminders about Consequences ϒ Humour o Success Reminders ϒ Touch Support ϒ Other:

Physical Intervention Strategies Attempted	
ϒ Touch Support ϒ Standing Wrap ϒ Cradle Wrap	ϒ Two person seated ϒ One Person Escort ϒ Two person Escorts ϒ Other:

Comment / Follow up Eg spoke to child about incident, use of RA etc Child return to Class Yes □ No □ Child collected Yes □ No □ Time .....

Names of staff involved	**Signed**	**Date:**
1.		
2.		
3.		
4.		

Signature of Head Teacher or Deputy Head Teacher _____