



Happy in His loving care



## St Augustine Webster Catholic Voluntary Academy Behaviour Policy

Date :	September 23
To be reviewed:	Yearly
Policy Holder	Head teacher

### Mission Statement Links

Developing an awareness of God’s love and presence in our lives	Meeting the emotional needs of all to grow and become valued members of society
Developing a positive set of attitudes, values and beliefs allowing us all to make sound and moral judgements in the light of personal commitment to the Lord, Jesus Christ	Providing high quality learning experiences and achieve high standards in all we do
Fostering caring relationships with the academy community supporting our links with home and parish	Providing a stimulating and well cared for environment for all
Aiming to always do our very best	Valuing and celebrating everyone’s work and contributions
Being respectful to each other and take pride in our academy	Being friends with Jesus through prayer, worship and liturgy

At Saint Augustine Webster CV Academy, we expect every member of the academy community to behave in a considerate and respectful way towards others. We treat all pupils and adults fairly and apply this Behaviour Policy in a visibly consistent way.

This policy aims to help pupils to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the academy community.

We give first attention to best conduct with the aim of positively reinforcing desirable behaviours and developing an ethos of kindness and co-operation. We teach, model and reward the behaviours we want to see. We celebrate and reward good behaviour and minimise attention to unwanted behaviour.

### Pupil Code of Responsibility

**Ready**  
**Respectful**  
**Safe**  
**Speak Up**

We have a Pupil Code of Responsibility which highlights expected behaviour and simplifies the principles for all concerned. At Saint Augustine Webster CVA we expect behaviour that is:

**Ready** – we respond immediately to the agreed school hand signal; we are in uniform; we have our equipment ready; we show an active involvement in our learning; we embrace every opportunity that education gives us to learn

**Respectful** – we listen to the adults and to each other; we follow instructions first time; we take care of each other and the academy’s belongings

**Safe** – we have kind hands and feet and use kind words; we play sensibly; we move around school sensibly

**Speak Up** - we tell an adult if we feel unsafe, we tell an adult if someone else is being unsafe, we tell an adult if we know someone else is being unkind

### Rewards

The pupils collect up to 3 Recognition points for good work, for attitudes to learning, good behaviour, attendance, punctuality and adherence to dress. These can be given by any member of staff. Recognition points are collected weekly and certificates awarded.

200 = Bronze certificate  
400 = Silver certificate  
600 = Gold certificate  
800 = Platinum  
1000 = Headteacher's certificate  
1200 = Governors' certificate

A star of the week certificate will be awarded on a weekly basis.

At the end of each term, the team with the highest number of recognition points will get an extra break. At the end of the year, the team with the most recognition points will earn a trophy.

A range of school approved stickers can also be used by staff as a reward. Any member of staff can send a message home expressing delight about a child's attitude.

Any other type of reward should only be used following consultation with a senior leader.

## **Consequences**

### **Managing challenging behaviour**

Our emphasis is on positive reinforcement. Sometimes we have to deal with inappropriate behaviour when pupils make poor behaviour choices. These are dealt with through an agreed list of consequences delivered as part of a relentless routine.

- Pupils are encouraged to take responsibility for their behaviour.
- Staff will deal with behaviour without delegating.
- Staff will use the steps in behaviour for dealing with poor choices. (The reminder, The caution, The consequence)
- Staff remain calm and keep their voices low and slow when speaking with pupils about their behaviour.
- Staff will listen to each pupil's point of view and not jump to conclusions.

This approach models respect and reduces the likelihood of escalating behaviours when heightened emotions are displayed.

### **The reminder**

A reminder of the Pupil code of Conduct Ready, Respectful, Safe, Speak Up is delivered to the learner. The adult makes the pupil aware of the unwanted behaviour. The pupil has a choice to do the right thing.

### **The caution**

A clear verbal caution is delivered to the pupil making them aware of their behaviour and clearly outlining the consequences if they continue. The pupil has a choice to do the right thing.

### **The consequence**

A consequence is applied in a calm and controlled manner. Boundaries are reset

## Behaviour and sanctions chart (this list is not exhaustive)

<b>Level 1</b> <ul style="list-style-type: none"> <li>• Out of seat</li> <li>• Rocking on seat, slouching,</li> <li>• Calling out</li> <li>• Not listening/paying attention</li> <li>• Pushing, shoving in line</li> <li>• Running indoors</li> <li>• In the wrong place</li> <li>• Not learning</li> <li>• Not clearing up.</li> </ul>	<b>Range of Possible Sanctions</b> <ul style="list-style-type: none"> <li>• Informal gesture: eye contact, frown, gesture.</li> <li>• Moving the pupil to a different seat.</li> <li>• A private reminder about the behaviour we wish to see- inviting them to make the right choice.</li> <li>• Repetition of task/ completion of work in own time at break.</li> </ul>
<b>Level 2</b> <ul style="list-style-type: none"> <li>• <b>Persistent Level 1 behaviours</b></li> <li>• Behaviours which constantly disrupt others 'learning.</li> <li>• Throws small objects to distract – not to hurt</li> <li>• Inappropriate physical contact, e.g. poking, flicking, pulling hair</li> <li>• Complains or mutters disruptively/persistently</li> <li>• Talking at an inappropriate time or asking inappropriate questions to disrupt</li> <li>• Hides work or resources</li> <li>• Interferes with others' property</li> <li>• Minor deliberate damage (pencils, rulers, rubbers)</li> <li>• Leaves the room without permission</li> <li>• Homework not completed</li> <li>• Deliberate lies</li> <li>• Persistent rough play</li> </ul>	<b>Range of Possible Sanctions</b> <ul style="list-style-type: none"> <li>• Up to 15 minutes indoor supervision time (adult discretion). This can take place at playtime or at lunch time.</li> <li>• Up to 15 minutes outdoor supervised time. (adult discretion)</li> <li>• Write letter of apology</li> <li>• Parents notified</li> </ul>
<b>Level 3</b> <ul style="list-style-type: none"> <li>• <b>Persistent Level 2 behaviours</b></li> <li>• Encourages others to misbehave</li> <li>• Swearing</li> <li>• Causes intentional hurt (physical/verbal/emotional)</li> <li>• Verbally abuse</li> <li>• Answering back or constantly questioning adults' decisions or requests.</li> <li>• Refuse to obey instructions</li> <li>• Destroys own work</li> <li>• Destroys others' work</li> <li>• Spitting</li> <li>• Insulting/name calling</li> <li>• Racist comments</li> <li>• Homophobic comments</li> <li>• Sexualised language</li> <li>• Threatening or intimidating behaviour</li> <li>• Preventing or commenting on others 'Speaking Up'</li> <li>• Theft</li> <li>• Bringing inappropriate objects into school</li> <li>• Deliberate misuse of equipment (Changing settings etc.)</li> <li>• Vandalism</li> </ul>	<b>Range of Possible Sanctions</b> <ul style="list-style-type: none"> <li>• 45 minutes (indoor supervision time)</li> <li>• Parents informed- meeting with class teacher and SLT to discuss</li> <li>• Pupil moved to a quiet area to complete a task</li> <li>• Pupils write a letter to parents informing them of the inappropriate behaviour that they have been engaged in</li> <li>• Indoor supervision time at playtime or lunchtime for a number of days</li> <li>• Sent to senior member of staff</li> <li>• Follow up letter sent home to parents</li> <li>• Pupil uses 'time' to try to make amends e.g. repairing property; re- doing work; apology</li> <li>• An 'In school Isolation' for a period determined by the head teacher or senior member of staff.</li> <li>• Fixed term exclusion (See Exclusions' Policy)</li> </ul>
<b>Protected Characteristics</b>	<b>In all circumstances the following procedure must be followed</b>
<ul style="list-style-type: none"> <li>• Religion or belief</li> <li>• Disability</li> <li>• Race</li> <li>• Gender reassignment</li> <li>• Age</li> <li>• Marriage or Civil Partnership</li> <li>• Sex</li> <li>• Sexual Orientation</li> <li>• Pregnancy</li> </ul>	<ul style="list-style-type: none"> <li>• Investigate thoroughly ensuring all parties are spoken to.</li> <li>• Check with senior member of staff.</li> <li>• Child spoken to.</li> <li>• Phone call to parents.</li> <li>• Intervention work</li> <li>• Appropriate sanction</li> </ul> <p>Repeat offences will involve the headteacher meeting with the parents to discuss ways forward.</p>

- **Indoor supervision time involves time inside supervised by a teacher or teaching assistant.**
- **Outdoor supervision time can only be given for incidents that happen at lunchtime or playtime. It involves children being moved to an area where they must stay closely supervised by a member of staff.**
- **Blanket sanctions must not be used.**

## Early Years Foundation Stage

Pupils in these classes will work with a visual chart to help them make good choices throughout the day.

During the day, the pupils have the opportunity to move up and down the chart. This is dependent on the choices they make with their behaviour and learning attitudes.

Should a pupil move to red a member of staff will speak to a parent to explain why. Pupils who reach the top of the chart will be rewarded with a sticker.



## Supporting pupils with Additional Needs

### (Special Educational Need/Disabilities or pupils who may have other challenges affecting their behaviour)

Some of our pupils may have additional needs where their behaviour and/or sensory needs are affected by difficulties with communication, understanding, social skills or emotional needs. There may be times or unexpected situations when they react in a way that is outside of the expectations for the majority of pupils within our academy.

Pupils who have specific needs that preclude them from fully accessing our Pupil Code of Conduct in the same way as the rest of the academy will be supported in a range of ways e.g. 1-1 support, 1-1 advice and guidance from a member of the Inclusion Team, additional guidance and support from the Special Educational needs Co-ordinator (SENCO), or Headteacher. These systems support individuals as they continue to learn about making the right choices and the consequences of their actions, but also allows them to be included in the whole academy rewards system.

Pupils receiving this additional support will be expected to try their best and the academy will balance taking into account their individual needs, whilst also considering the needs and rights of the other pupils in the academy to learn and be safe.

Consistently poor behaviour may also be an indicator that a child has a Special Educational Need. Where members of staff feel that this is the case, it will be discussed with the SENCO and parents/carer to ensure that the pupil receives the support they may need.

### Play-times and Lunchtimes

All staff will continue to deliver the same expectations clearly and consistently during play-times and lunchtimes. Lunch supervisors may work with the senior supervisor or senior member of staff on duty to decide upon sanctions. Incidents that happen at lunchtime will be reported to the senior midday supervisor who will then pass this on to class teachers.

Any incidents reported to the class teacher who may investigate further and, if required, apply an appropriate sanction.

A pupil may be removed from the playground immediately where there has been a severe incident which has meant that they have or will put themselves and/or their peers at risk of harm. They will be taken to a senior member of staff.

We want pupils to enjoy safe and happy playtimes and to this end any games involving play-fighting or games that resemble 'tig' or 'bull dog' are not allowed.

## **Recording and Reporting of Behavioural Issues**

### **Recording**

All Level 2 and 3 behaviour concerns and sanctions should be recorded on CPOMs which allows a record to be kept of ongoing concerns and provides an up-to-date basis for evaluation. Incidents should be logged on CPOMS as soon as is practicably possible and by the member of staff who dealt with it.

### **Reporting to Parents**

Where a pupil has made the wrong choice, within Levels 1 and 2, this will not usually, as a matter of course, be reported to parents unless it becomes a consistent and repeated pattern of concern. Any Level 3 incidents will result in parents being contacted by a member of staff.

### **Discipline beyond the School Gate**

The School expects very high standards of behaviour from all pupils when on visits out of school, both for day visits and also Residential Visits.

Sanctions can be applied by the School to children whose misbehaviour out of school at anytime is deemed to bring the School into disrepute and may, therefore, damage the reputation of the School.

The 2016 DfE Behaviour and Discipline in Schools document clearly states that the Law allows teachers to have the power to discipline pupils for misbehaving outside of the School premises "to such an extent as is reasonable".

Staff may discipline pupils for misbehaviour when the pupil is:

- taking part in any school-organised or school-related activity; or
- travelling to or from school; or
- wearing school uniform; or
- in some other way identifiable as a pupil at St Augustine Webster Catholic Voluntary Academy.

Or misbehaviour at any time, whether or not the conditions above apply, that:

- could have repercussions for the orderly running of the School; or
- poses a threat to another pupil or member of the public; or
- could adversely affect the reputation of the School.

In all cases of mis-behaviour the teacher can only discipline the pupil on school premises or elsewhere when the pupil is under the lawful control of the staff member. Sanctions will be as outlined in this Policy for in-school related issues.

Behaviour deemed to be of a criminal nature will be referred to the Police.

## **Roles**

### **The Role of Staff**

It is the responsibility of all adults working at Saint Augustine Webster to take a lead and encourage good behaviour in the academy. It is vital for all adults to model positive behaviour with pupils and also other adults in order to set the standard. It is our duty to manage the behaviour of pupils in order to maintain a calm environment where pupils feel safe and secure. Pupils need to know what is expected of them and what is unacceptable. Therefore, it is crucial that all misdemeanours are handled in a consistent way as part of the academy's relentless routines.

Staff must consistently articulate the high expectations we have for pupils in terms of behaviour and attitudes to work. Staff must strive to ensure that all pupils work to the best of their ability.

The Inclusion Team may deliver targeted support to pupils with specific behavioural needs.

### **Staff**

All staff are not expected to deal with behaviour referrals in isolation. Rather, they are to stand alongside colleagues to support, guide, model and show a unified consistency to the learners.

**All staff will:**

- Use the agreed school hand signal to gain the attention of pupils.

- Refer to the Pupil Code of Conduct 'Ready, Respectful, Safe, Speak Up'.
- Model positive behaviours and build relationships.
- Be calm and give 'take up time' when going through the steps. Prevent before consequences.
- Follow up every time, retain ownership and engage in reflective dialogue with learners.
- Never ignore or walk past learners who are behaving badly.
- Talk in terms of 'Levels' of behavior.

### **Teaching staff**

Teachers are not expected to deal with behaviour referrals in isolation. Rather, they are to stand alongside colleagues to support, guide, model and show a unified consistency to the learners.

#### **Teachers will:**

- Meet and greet pupils at the beginning of the day.
- Plan lessons that engage, challenge and meet the needs of all pupils.
- Use a visible recognition mechanism throughout every lesson.
- Be a visible presence in the academy to encourage appropriate conduct.
- Support staff in returning pupils to learning by sitting in on reparation meetings and supporting other staff in conversations.
- Regularly celebrate pupils whose efforts go above and beyond expectations.
- Encourage use of praise.
- Ensure training needs are identified and targeted within their own classroom.
- Make sure that the 'buck stops here'.

### **Senior leaders**

Senior leaders are not expected to deal with behaviour referrals in isolation. Rather they are to stand alongside colleagues to support, guide, model and show a unified consistency to the learners.

#### **Senior leaders will:**

- Meet and greet pupils at the beginning of the day.
- Regularly celebrate staff, leaders and learners whose effort goes above and beyond expectations.
- Regularly share good practice.
- Support staff in managing learners with more complex or entrenched negative behaviours.
- Use behaviour data to target and assess academy wide behaviour policy and practice.
- Regularly review provision for learners who fall beyond the range of written policies.
- Be a daily visible presence around their corridor and the site, particularly at times of mass movement.

### **The Role of the Headteacher**

It is the responsibility of the Headteacher to implement the Behaviour Policy consistently throughout the academy, and report to Governors when requested, on the effectiveness of the policy. It is also the responsibility of the Headteacher to ensure the health, safety and welfare of all pupils in the academy.

The Headteacher has an important role in defining and maintaining good discipline and behaviour in the academy. However, every member of staff has to share and accept this responsibility. The Headteacher and staff must ensure that instances of unacceptable behaviour are handled consistently. Pupils need to know that they will receive a fair hearing and that they will be respected for telling the truth. The Headteacher will support staff in the implementation of his policy.

The Headteacher keeps records of all reported serious incidents of misbehaviour.

The Headteacher has the responsibility for giving fixed term exclusions for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Headteacher may permanently exclude a pupil in line with the Exclusions Policy.

### **The Role of Parents**

The academy works collaboratively with parents, so pupils receive consistent messages about to behave at home and at the academy.

In choosing to send their child to St Augustine Webster Catholic Voluntary Academy parents are expected to support all associated policies and systems, this includes systems which reward their children and also where sanctions have been applied due to a pupil making the wrong choices. Parents are expected to fully support the Academy when sanctions are applied to their child. Parents

do not have the right to insist their child does not complete a sanction e.g. 'Indoor Supervision'. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher.

### **The Role of Governors**

The governing body has the responsibility for setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The governors support the Headteacher in carrying out these guidelines.

The Headteacher has the day-to-day authority to implement the academy behaviour and discipline policy, but governors may give advice to the Headteacher about particular disciplinary issues. The Headteacher must take this into account when making decisions about matters of behaviour.

### **Monitoring**

The Headteacher monitors the effectiveness of this policy on regular basis. They will also report to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

The academy keeps a variety of records of incidents of misbehaviour. The class teacher records minor classroom incidents. Incident reports are completed via the online recording system, CPOMS to record more serious incidents. The Senior Lunchtime supervisor also records lunchtime incidents via CPOMS. These incident reports are monitored by the Headteacher as Designated Safeguarding Lead and the Deputy Safeguarding, SLT and the SENCO to monitor and review associated actions.

# Positive Handling Addendum

## Introduction

This addendum is based upon DfE Circular 10/98.

St Augustine Webster Catholic Voluntary Academy recognises that there is a need, reflected in common law, to intervene when there is an obvious risk to safety to its pupils, staff and property.

St Augustine Webster Catholic Voluntary Academy is committed to ensuring that all staff and adults with responsibility for pupils' safety and welfare will deal professionally with all incidents involving aggressive or reckless behaviour, and only use positive handling as a last resort in line with DfE advice. If used at all, it will be in the context of a respectful, supportive relationship with the pupil. We will always aim to ensure minimal risk of injury to pupils and staff.

This addendum must be read and implemented in conjunction with the whole academy behaviour policy and approach to behaviour management.

The Education Act 1996 (Section 551A) states that it is lawful for teachers and other authorized staff to use reasonable force to prevent a pupil from committing an offence, causing injury or damage or disrupting the good order and discipline of the academy. Teachers are not contractually obliged to carry out restraint procedures and they are not contractually obliged to undertake training in any restraint procedures. This addendum applies to all staff who are authorised to use positive handling .

## Our approach to best practice

The best practice regarding positive handling outlined below should be considered alongside other relevant policies in the academy, specifically those policies in the academy, specifically those policies involving behaviour, bullying, child protection and health and safety.

In line with Education Act 1996 (Section 550A) in the following situations, staff must judge whether or not positive handling would be reasonable or appropriate:

- Risk to the safety of staff, pupils or visitors, or
- Where there is a risk of serious damage to property, or
- Where a pupil's behaviour is seriously prejudicial to good order and discipline, or
- Where a pupil is committing a criminal offence

This judgement will consider the circumstances of the incident. All staff should be aware that the use of positive handling in response to a clear or developing danger of injury will always be used to manage behaviour positively to prevent a deterioration of the situation

Staff will view positive handling of pupils as a last resort for the purposes of maintaining a safe environment. If pupils are behaving disruptively or anti-socially, every strategy will be used to manage behaviour positively to prevent a deterioration of the situation.

Staff will understand the importance of listening to and respecting pupils to create an environment that is calm and supportive, especially when dealing with pupils who may have emotional and behavioural needs, which may increase their aggression.

All staff will understand the importance of responding to the feelings of the pupil, which lie beneath the behaviour as well as to the behaviour itself.

### Practice regarding specific incidents:

All policies and practice regarding the supervision of pupils during the academy day will be appropriate to the identified needs and behaviours of the pupils, this combined with the whole academy approach to behaviour should minimize the likelihood of requiring positive handling to an absolute minimum

The physical action taken will take into consideration the age and competence of the pupil and will be the least detrimental alternative

Staff intervening with pupils will seek assistance from other members of staff as early as possible, since single-handed intervention increases the risk of injury to both parties and does not provide a witness.

A member of staff recognising that a situation is escalating to a point demanding positive handling yet feeling unable to carry this out must, as part of their duty of care, clearly tell the pupil(s) to stop the behaviour and seek help by any means available.



Staff who become aware that another member of staff is intervening physically with a pupil will have a responsibility to provide a presence and to offer support and assistance should this be required.

Where possible, staff who have not been involved in the initial confrontation leading up to an incident may be in a better position to intervene or restrain the pupil if this proves necessary

A pupil's behaviour may be adversely affected by the presence of an audience. Wherever possible, the audience will be removed, or if this is not possible, the pupil and member(s) of staff will withdraw to a quiet but not completely private, place (e.g. two members of staff should be present or a door left open so that others are aware of the situation).

Staff will be aware of the need to tell the pupil being restrained, in a calm and gentle manner, that the reason for the intervention is to keep the pupil and others safe. Staff will explain that as soon as the pupil calms down, she/he will be released.

The force used will be commensurate with the risk prevented.

All staff are aware that we operate a back-up system to enable staff to call for help in emergencies (eg a member of staff will contact a senior leader, by sending a pupil).

### **Positive Handling**

Examples of situations where positive handling may be appropriate include:

- Pupil attacks member of staff or another pupil
- Pupils are fighting
- Pupils are engaging in, or on the verge of, committing deliberate damage or vandalism to property
- Pupil is causing, or at risk of causing injury or damage by accident, by rough play, or by misuse of dangerous materials or objects
- Pupil absconds from academy or room (this only applies if pupil could be at risk if not kept in academy or a room)
- A pupil persistently refusing to leave a classroom
- A pupil behaving such that the lesson is being seriously disrupted

The following approaches are regarded as reasonable in appropriate circumstances:

- Holding for security and to reduce anxiety where there is potential risk, even if the pupil is not yet out of control. This is best used when the pupil is anxious or confused. Its purpose is to defuse or prevent escalation. Staff should take care that their actions should in no way be capable of being interpreted by the pupil as aggression
- Physically interposing between pupils
- Blocking a pupil's path
- Pushing if restricted to situations where reasonable force is used to resist a pupil's movement, rather than a forceful push that might cause the pupil to fall over
- Escorting a pupil by the hand or arm.

### **Recording an incident (Serious incident report sheet)**

All incidents that result in non-routine interventions will be recorded in detail on CPOMS and in the Team Teach Record Book.

Contemporaneous record (i.e. written within twenty-four hours of the incident's occurrence) will be made by the staff member involved in the incident.

Similarly, contemporaneous notes will also be made by any other members of Staff involved (i.e. as witnesses or additional providers of support) and recorded on CPOMS.

The record will contain the following information:

- The name(s) and the job title(s) of the member(s) of staff who used reasonable force
- The name(s) of the pupil(s) involved
- When and where the incident took place
- Names of staff and pupils who witnessed the incident
- The reason that force was necessary
- Behaviour of the pupil which led up to the incident

- Any attempts to resolve the situation
- The degree of force used
- How it was applied
- How long it was used for
- The pupil's response and the eventual outcome
- Details of any injuries suffered by either staff or pupils
- Details of any damage to property
- Details of any medical treatment required (an accident form will be completed, where medical treatment is needed)
- Details of follow-up, including contact with the parents/carers of the pupil(s) involved
- Details of follow up involvement of other agencies - police, Social Services

Pupil witnesses may also be asked to provide a written account if appropriate

Copy of this entry will be kept on the pupil's file and retained in line with LA Guidance on keeping educational records

The academy will report any injuries to pupils or staff in accordance with Academy procedure for reporting injuries.

Pupils who are identified as likely to require positive handling as part of their Behaviour management will require an Individual Behaviour Management Plan alongside their Individual Education Plan. This is drawn up in response to the risk posed by the pupil's behaviour and is shared with all staff, parents/carers and the pupil if appropriate.

### **Debriefing Arrangements**

The pupil and the member of staff will be checked for any sign of injury after an incident. First aid will be administered to anyone who requires it, or medical treatment obtained.

The pupil will be given time to become calm while staff continue to supervise him/her. When the pupil regains complete composure, a senior member of staff (or her/his nominee) will discuss the incident with the pupil and try to ascertain the reason for its occurrence. The pupil will be given the opportunity to explain things from her/his point of view. All necessary steps will be taken to re-establish the relationship between the pupil and the member(s) of staff involved in the incident.

In cases where it is not possible to speak to the pupil on the same day as the incident occurred, the debrief will take place as soon as possible after the pupil returns to the academy

All members of staff involved will be allowed a period of debrief and recover from the incident. This may involve access to external support. A senior member of staff (or her/his nominee) will provide support to the member(s) of staff involved.

The Headteacher will be informed at the earliest possible opportunity of any incidents where positive handling was used. The Headteacher (or her nominee) will initiate the recording process if not already underway and review each incident to ensure that any necessary lessons are learned.

### **Training Needs of Staff**

In cases where it is known that a pupil will require positive handling on occasions, the academy will ensure that appropriate training is provided. Staff involved will identify their training needs in this area.

Where the academy anticipates that positive handling may be required on occasions, North Lincs Behaviour Support Service provide training in the use of the TEAM TEACH approach and techniques.

Staff trained in positive handling techniques need to update their training on a regular basis and ensure that their training record is kept up to date.

### **Authorisation of staff to use positive handling**

We recognise that positive handling will be seldom used and it is a last resort to maintaining a safe environment

All teaching staff are, by the nature of their roles, authorised to use positive handling as appropriate. Designated staff will have Team Teach training. Support staff will require specific authorisation, either temporarily or permanently. The Headteacher or someone deputising for them when they are absent can only give this authorisation.

Best practice will be monitored. Frequent sessions to practice the use of techniques, as well as to disseminate any revised information will be included as part of the academy's normal schedule or CPD.

These meetings will be open to all staff, including non-teaching staff, who have been authorised to use positive handling techniques.

In the event of a complaint being received by the academy in relation to the use of physical force by staff, the matter will be investigated in accordance with DfE Circular 10/95 – Protecting Children from Abuse.

### **Arrangements for Informing Parents**

Parents will be informed of the academy's policy regarding positive handling in the following ways:

All relevant parents/carers will be sent a letter outlining its introduction with information about obtaining a copy of the policy for their own information.

A section about the academy's legal obligations to maintain a safe environment and the possible use of positive handling (as a very last resort) with pupils will be included in the academy website.

Staff who work with particular pupils who have learning or physical disabilities (and who have Individual Education Plans, Individual Behaviour Plans may need to use specific techniques routinely to manage challenging behaviour. Such arrangements will be discussed with parents/carers in advance on an individual basis. All interventions will be routinely recorded.

All parents will be informed after a non-planned incident where positive handling is used with a pupil.

Governors will be informed of the number of incidents where positive handling has been used, on an annual basis.