



**Reflect
Education**



Physical Intervention Policy

Current: October 2024

Next review date: October 2025

Introduction

This policy has been written in line with circular 097/2013 Safe and Effective Intervention: use of reasonable force and searching for weapons,

and,

Reducing Restrictive Practices Framework: Guidance on reducing restrictive practices in childcare, education, health and social care settings, Welsh Government, October 2022.

At Gwenllian Education Centre, we believe that children and young people need to be kept safe, know how to behave appropriately, and know that the adults around them are able to manage the behaviour safely, and confidently.

Gwenllian Education Centre staff use the philosophy and physical intervention training from Team Teach. All staff receive the basic level course on entry which is then updated annually through a refresher course.

The majority of pupils behave well and conform to the expectations of our school. We have a responsibility to operate an effective good behaviour policy that encompasses preventative strategies for managing behaviour that challenges in relation to the whole school, each class, and individual pupils.

All staff need to feel that they are able to manage behaviour that challenges, and to have an understanding of the function of the behaviour. Staff need to know what options are available for managing behaviour, and they need to be free of undue worries about the risks of legal action against them if they use appropriate physical intervention.

Parents/guardians need to know that their children are safe with us. Parents/guardians need to be properly informed if a pupil is subject to the use of a Restrictive Physical Intervention, including the nature of the intervention, and the rationale for its use.

Definition of “Restrictive Physical Intervention”

“Restrictive Physical Intervention” is the term used to describe interventions where bodily contact using force is used to control or manage a pupil’s behaviour. It refers to any instance in which a teacher or other adult authorised by the Head Teacher/Manager has to use “reasonable force” to control or restrain pupils in circumstances that meet the following legally defined criteria.

- To prevent a pupil from committing a criminal offence (*this applies even if the pupil is below the age of criminal responsibility*)
- To prevent a pupil from injuring self or others
- To prevent or stop a pupil from causing serious damage to property (*including the pupil’s own property*)
- To stop the pupil from engaging in any behaviour which is prejudicial to maintain the good order and discipline at the school.

There is no legal definition of “reasonable force”. However, there are two relevant considerations:

- The use of force can be regarded as reasonable only if the circumstances of an incident warrant it;
- The degree of force must be in proportion to the circumstances of the incident and the seriousness of the behaviour or consequences it is intended to prevent.

The definition of physical force also includes the use of mechanical devices (e.g., splints on the pupil prescribed by medical colleagues to prevent self-injury), forcible seclusion or the use of locked doors. It is important for staff to note that, although no physical contact may be made in the latter situations, this is still regarded as a Restrictive Physical Intervention

When the use of physical interventions may be appropriate?

Restrictive Physical Interventions will be used when all other strategies have failed, and therefore only as a last resort. However, there are other situations when physical handling may be necessary,

for example in a situation of clear danger or extreme urgency. Certain pupils may become distressed, agitated, and out of control, and need calming with a brief Restrictive Physical Intervention that is un-resisted after a few seconds.

The safety and well-being of all staff and pupils is paramount. Under certain conditions, this duty must be an over-riding factor.

Who may use physical interventions?

The following staff (as well as the teachers employed at the school) are authorised by the Head Teacher/Manager to have control of pupils, and **must** be aware of this policy and its implications. However, non-inclusion on this list does not mean that an adult is necessarily barred from using physical intervention. If the Headteacher/Manager has lawfully placed an adult in charge of a pupil(s), then that adult will be entitled to use restrictive physical intervention if needed.

We take the view that staff should not be expected to put themselves in danger and that removing other pupils and themselves from risky situations may be the right thing to do. We value staff efforts to rectify what can be very difficult situations and in which they exercise their duty of care for the pupils.

Names of Authorised staff

Most staff have received training in Team Teach basic level. Please see attached appendices of staff that are currently trained.

Planning for the use of physical intervention

Staff will use the minimum force needed to restore safety and appropriate behaviour.

The principles relating to the intervention are as follows:

- Physical Intervention is an act of care and control, not punishment. It is never used to force compliance with staff instructions.

- Physical Intervention will only be used in circumstances when one or more of the legal criteria for its use are met.
- Staff will only use it when there are good grounds for believing that immediate action is necessary and that it is in the pupil's and/or other pupil's best interest for staff to intervene physically.
- Staff will take steps in advance to avoid the need for Physical Intervention through dialogue and diversion. The pupil will be warned, at their level of understanding, that Physical Intervention will be used unless they cease the behaviour that challenges.
- Only the minimum force necessary will be used.
- Staff will be able to show that the intervention used was a reasonable response.
- Every effort will be made to secure the presence of other staff, and these staff may act as assistants and/or witnesses.
- As soon as it is safe, the Physical Intervention will be relaxed to allow the pupil to regain self-control.
- A distinction will be maintained between the use of a one-off intervention which is appropriate to a particular circumstance, and the using of it repeatedly as a regular feature of school policy.
- Escalation will be avoided at all costs, especially if it would make the overall situation more destructive and unmanageable.
- The age, understanding, and competence of the pupil will always be taken into account.

- In developing Individual Skills and Behaviour Plans, consideration will be given to approaches appropriate to each pupil's circumstance.
- Procedures are in place for supporting and debriefing pupils and staff after every incident of Physical Intervention, as it is essential to safeguard the emotional well-being of all involved at these times.

Acceptable forms of intervention

There are occasions when staff will have cause to have physical contact with pupils for a variety of reasons, for example:

- to comfort a pupil in distress (so long as this is appropriate to their age);
- to gently direct a pupil;
- for curricular reasons (for example to prompt them to practice a new skill);
- in an emergency to avert danger to the pupil(s);
- in rare circumstances, when Physical Intervention is warranted.

In all situations where physical contact between staff and pupils takes place, staff must consider the following:

- The pupil's age and level of understanding;
- The pupil's individual characteristics and history;
- The location where the contact takes place (it should not take place in private without others present).

Physical contact is never used as a punishment, or to inflict pain. All forms of corporal punishment are prohibited. Physical contact will not be made to the pupil's neck, breasts, abdomen, genital area, other sensitive body parts, or to put pressure on joints. It will not become a habit between a member of staff and a particular pupil. Should a pupil appear to **enjoy** physical contact, this must not be sought via Physical Intervention.

Accidental Injury

It is possible that if Physical Intervention has been used, that a pupil and/or adult may inadvertently become injured. In the event of an injury to the pupil, staff should record this on the incident form, directly inform their line manager, whom will in turn inform the pupil's parents. If first aid is required, staff should inform the school's first aider to provide first aid to the pupil. The first aider, (once first aid has been administered), should fill in the first aid form, detailing what the injury was, where on the body it was located and what first aid was administered.

Developing a Positive Handling Plan

If a pupil is identified for whom it is felt that Physical Intervention is likely, then a Positive Handling Plan will be completed. This plan will help the pupil and staff to avoid difficult situations through understanding the factors that influence the behaviour, and identifying the early warning signs that indicate foreseeable behaviours that may be developing (please see appendix). The plan will include:

- involving parents/guardians and, where possible, the pupil to ensure they are clear about what specific action the school may take, when and why
- a risk assessment to ensure staff and others act reasonably, consider the risks, and learn from what happens
- a **record** to be kept in school of risk reduction options that have been examined and discounted, as well as those used
- techniques for managing the pupil's behaviour i.e., strategies to de-escalate a conflict, and stating at which point a Physical Intervention maybe used
- identifying key staff who know exactly what is expected. It is best that these staff are well known to the pupil
- ensuring a system to summon additional support
- identifying training needs

Guidance and Training for Staff

Guidance and training are essential in this area. We need to adopt the best possible practice. At Reflect Education, this is arranged for all staff at a number of levels, including:

- awareness of issues for managing directors, staff and parents,
- behaviour management techniques for all staff

- managing conflict in challenging situations for all staff

Training in practical techniques of Physical Intervention may be required for staff where there is a significant likelihood of them needing to intervene physically due to the nature of the pupil that they are working with. All staff receive a 1-day BILD accredited course from a qualified Team Teach trainer, and thereafter staff will receive an annual update.

Recording

In the occurrence of Physical Intervention being used, staff should record the incident or accidents using the school's online incident form, highlighting any forms of Physical Intervention used. This form will be automatically sent to the headteacher and BCBA responsible for the pupil.

Each pupil has a folder on Teams that contains the pupil's online incident form. Staff should access this folder and fill in the form as soon as possible after the incident has been managed. The form should be filled in within 24 hours of the incident.

The school BCBA and/or the headteacher will speak to the staff member(s) affected by the incident for a debrief.

Complaints

It is intended that by adopting this policy and keeping parents informed, we can avoid the need for complaints. All disputes which arise about the use of force by a member of staff will be dealt with according to Child Protection and Safeguarding policies.

We recommend that you also refer to the following policies:

- Promoting Good Behaviour Policy
- Preventing Bullying Policy
- Exclusion Policy

Full list of staff names who have received training by TEAM TEACH. Please note that staff listed are employed by our company and are not necessarily based at Gwenllian Education Centre.

NAME	DATE OF COMPLETION	UPDATE DATE (1 day update)	NEXT UPDATE DUE
Leigh Hipkiss	March 2021	March 2023	
Rebecca Hipkiss	March 2021	March 2023	
Hope Harries	March 2021	March 2023	
Chris Davies	June 2023	June 2025	
Sarah Beck	June 2023	June 2025	
Catrin Dawe	March 2021	March 2023	
Angharad Easton	March 2021	March 2023	
Sara Eborn	June 2023	June 2025	
Rhys Evans	June 2023	June 2025	
Jordanna Evett	June 2023	June 2025	
Ashley Gault	June 2023	June 2025	
Chrissie Gilliland	June 2023	June 2025	
Lynsey Herdman	March 2021	March 2023	
Zoe Jones	June 2023	June 2025	
Leanne Lloyd	March 2021	March 2023	
Bridget Lynch	June 2023	June 2025	
Gwenan Nelson	June 2023	June 2025	
Margaret Russell	March 2021	March 2023	
Richard Thomas	March 2021	March 2023	
Steph Thomas	June 2023	June 2025	
Hayley Wheeler	June 2023	June 2025	
Caitlin Montgomery	July 2022	July 2024	
David Richards	June 2023	June 2025	
Llyr Soady-Jackson	June 2023	June 2025	
Jaimie Lewis	July 2022	July 2024	

[illegible]

Reviewed by:

Date:

Appendix 2

Risk Assessment

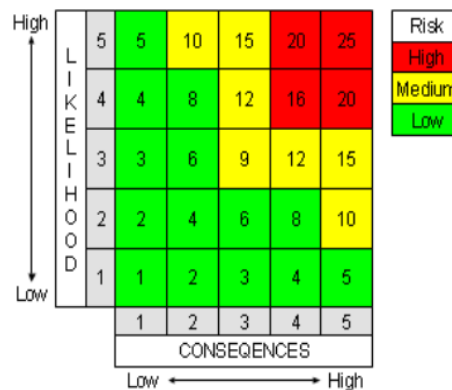
Key

Severity:

1 = Insignificant (no injuries or first aid) **2** = Minor (noticeable injury/may require first aid) **3** = Moderate (external medical attention required) **4** = Major (extensive injuries) **5** = Death or major injuries

Likelihood:

1 = Rare – not expected to occur (0.01%) **2** = Unlikely (0.1%) **3** = Possible – might occur but not common (1%) **4** = Likely – has before/will again (10%) **5** = Very Likely – occurs frequently (100%)



Degree of Risk

Risk Rating

Severity

x

Likelihood

1	2	3	4	5	X	1	2	3	4	5	Score	HML
					X							

Appendix 3



Positive Handling Plan

All staff should refer to the school's Physical Intervention Policy. The school adopt the Team Teach method for implementing physical intervention. Staff are required to make a dynamic risk assessment and evaluate whether the use of physical intervention is required. Physical intervention should only be used when all other methods have failed and there is an immediate threat to the health and safety of the individual, others and/or property. If physical intervention is used, staff should use the least restrictive method. As per the Physical Intervention policy, staff who have not received physical intervention training but have lawfully been placed in charge of a pupil(s), will be entitled to use restrictive physical intervention if needed. If physical intervention has been used, staff should fill in an online incident report within 24 hours and submit this to the headteacher and school BCBA.

Are there any medical conditions that need to be taken into account before using physical restraint?

No

Physical Intervention Techniques

Arm Disengagements

Technique Name	Try	Avoid	Notes
Side Step In			
Cross Step In			
Grips & Gates			
Drop Elbow			
Pump			

Neck Disengagements			
Technique Name	Try	Avoid	Notes
Gathering Elbows			
Headlocks			
Snakes			

Body Holds			
Physical Technique	Try	Avoid	Notes
From Behind			

Clothing			
Technique Name	Try	Avoid	Notes
Clothing Response			
Tube Grip			

Hair Grabs			
Technique Name	Try	Avoid	Notes
Knuckle Squeeze			
Opening the Oyster			
Knuckle Slide			
Bites			

Gradual & Graded Holds

Technique Name	Try	Avoid	Notes
Figure of 4			
Double Elbow			
Standing Dead Weigh to Ground			
Changing Face			

Single Person Holds and Escorts

Technique Name	Try	Avoid	Notes
Caring C Guide			
Guiding Away			
Response to Dead Weight to Ground			

Staff Training Requirements

Identified Training Needs	Training Provided to Meet Needs	Training Provided by:	Date Training Completed
Training in the Individual Behaviour Plan	<ul style="list-style-type: none"> Staff are required to read through the individual behaviour plan BCBA will talk through the plan with key staff BCBA will provide hands on training in the implementation of the plan BCBA will observe staff implementing the plan and will provide both oral and written feedback 	BCBA	

	<ul style="list-style-type: none"> Class teacher will oversee the running of the plan on a day-to-day basis 		
Filling in Incident Reports	<ul style="list-style-type: none"> Staff will be shown how to fill in online incident forms using Office 365 Forms Staff will be given the opportunity to practice filling in the forms and receive feedback 	Dr Lynsey Herdman	
Positive Handling Techniques	<ul style="list-style-type: none"> Staff will receive training in Team Teach 	Team Teach Trainer	

Communication of Positive Handling Plan and Risk Management Strategy		
Plans and Strategies Shared with:	Communication Method:	Date Actioned:
Parents School Staff	Email	

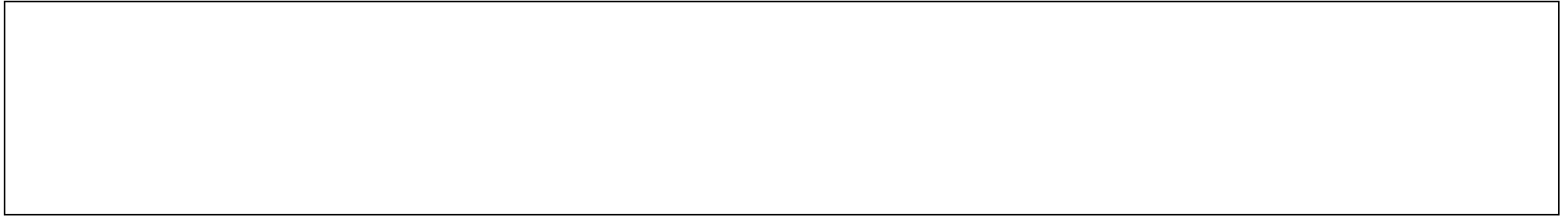
RISK MANAGEMENT PLAN REVIEWS

Review				
Number of Incidences since Last Review:	Dates of Incidents:	Names of Staff Involved:	Is there behaviour Data Available?	Next Review Date:

Has Frequency of Behaviours Increase?	Yes	No	Details here:
Has Severity of behaviours increased?	Yes	No	Details here:
Has Duration of behaviours increased?	Yes	No	Details here:
Have there been changes in behaviours?	Yes	No	Details here:
Were interventions used effectively?	Yes	No	Details here:
Are changes to the Behaviour Risk Management Plan needed?	Yes	No	Details here:
Are there any restrictive measures in place? (Deprivation of liberty)	Yes	No	Details here:

Date of Next Positive Handling Plan Review:	
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Evaluation of Positive Handling Plan and Risk Management Strategy		
Measures Set Out:	Effectiveness in Supporting the Service User	Impact on Risk
Proactive Interventions to Prevent Risks		
Reactive Interventions to Reduce Future Occurrence		
Positive Handling Techniques Used		
ACTIONS FOR THE FUTURE		



Please click for a copy of the incident form

https://forms.office.com/Pages/ResponsePage.aspx?id=tiUarXKCnUacWaCpO6oV5FeanmPzw_5GrnVCZ33GKkZUMIpMNjBIM01WV0Q4Q0VSWVIHTjkyRFIOMi4u

Appendix 4



**Reflect
Education**

INJURY FORM

Details of injured person:

Name:	D.O.B:
Address: (if required)	
Post code:	Job title:

Details of Accident:

Date:	Time:
Location:	

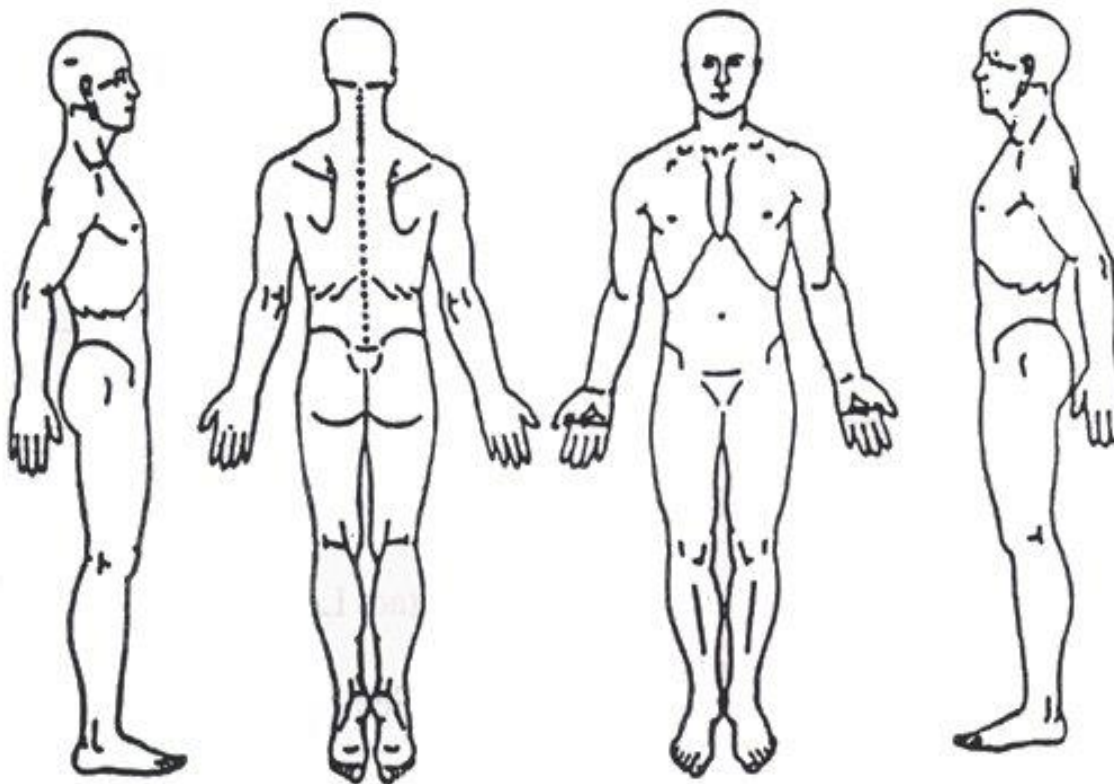
Please make a detailed account of what happened in the box below:

<p><u>Description:</u> (what happened during the accident)</p>
--

Injury: (if someone was injured, what exactly was the injury, be as specific as possible)

Action: (what did you do as a result, was there first aid given/visit to hospital or Dr)

Please mark on diagram where your injury is located:



First Aid required (If yes please fill in First Aid Record):

☐ Yes ☐ No

Person Reporting:

Name :	D.O.B:
Address: (if needed)	
Post code:	Job title:
Signed:	Date:

For Employers use only:

How was it Reported:	
Date Reported:	Signed