



# Positive Touch Policy

For the Following Academies:

Holy Trinity C of E Primary School  
Connaught Junior School  
Crawley Ridge Infant School  
Crawley Ridge Junior School  
Windlesham Village Infant School

This Positive Touch Policy was approved and adopted by the Trust Board: Spr 2024  
It will be reviewed on: Spr 2025

Acceptable forms of touch and physical intervention in TAMAT schools and the requirements for using and recording reasonable force or restraint on a child or young person.

There are many occasions when staff will have cause to have physical contact with children or young persons for a variety of reasons, for example:

- Communication
- First Aid
- To comfort a child or young person in distress (so long as this is appropriate to their age)
- To direct a child or young person (holding hands, hand on shoulder etc.)
- For educational skills (PE, Drama etc)
- For life skills (changing for PE, toileting, using cutlery etc)
- In an emergency to increase safety to the child or young person and staff

In an emergency incident staff may consider the use of reasonable force and their responsibilities under duty of care. All members of school staff have the legal power to use reasonable force. It can also be used by anyone who has been put in charge of pupils temporarily by the headteacher, such as unpaid volunteers or parents for example, accompanying students on a school trip.

In all situations where physical contact between staff and children or a young person takes place, staff must consider the following:

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

If a child or young person requires physical support on a regular basis the information will be documented on an individual plan such as a handling plan, toileting plan or behaviour support plan.

(See separate guidance for intimate care and toileting).

Physical contact is never made as a punishment, or to inflict pain. All forms of corporal punishment are prohibited. Physical contact will not be made with the child or young person's neck, breasts, abdomen, genital area, other sensitive body parts, or to put pressure on joints.

Physical touch will not become a habit between a member of staff and a particular child or young person.

## **OBJECTIVES**

TAMAT schools endeavour to ensure that all children are safe and that all aspects of Every Child Matters Agenda are addressed. The main objective of this policy is to ensure all staff, parents and

children or young persons are aware of the procedures and practice that will be carried out at the school. This Policy links with the school's Behaviour Policy, Anti-Bullying Policy and Special Educational Needs Policy. It is intended to ensure that it will prevent serious breaches of school discipline and prevent injury to individuals or serious damage to property.

To minimise the need to use force or restrain child or young persons all staff will strive to:

- Create a calm environment that minimises the risk of incidents that might require using force and apply school rules consistently and fairly.
- Develop an effective relationship between staff and a child or young person that is central to good order.
- Ensure all supervision of children is carried out in a consistent manner so children and staff are comfortable within the setting.
- Use relevant materials for approaches to teach children or a young person how to manage conflict and strong feelings.
- Ensure all staff have appropriate instructions and training to enable them to be effective in their various roles in and out of the classroom.
- Ensure that handling plans will be put in place and training given to ensure staff are equipped to deal with individual children or young persons who have been identified.

Whenever possible, warn a child that force may have to be used before using it.

### **Responsibilities**

It is the Head Teacher's duty to ensure all staff are aware of their statutory powers to use force and/or restrain a child or young person. As part of the induction process into school the Head Teacher will inform staff who they can turn to and seek advice from if they are in a situation with a child or young person that may be causing concern.

The Head Teacher will inform the Governors through the Head's Report those people that are authorised to use force or restraint on a child or young person and those that have received tailored training in respect of the same. A record of staff authorised to use force or restraint on a child or young person will be retained in the school office.

The Head Teacher will consider their duties under the Equality Act 2010 in relation to making reasonable adjustments and non-discrimination by planning positive and proactive behaviour support, for instance through drawing up individual behaviour plans for more vulnerable children and agreeing them with parents and carers.

### **When and Where to Use Force or Restrain a Child**

The judgement on whether to use force and what force to use should always depend on the circumstances that staff find themselves in. Time in these circumstances is often short with little time for reflection. Nevertheless, staff need to make the clearest possible judgements.

Staff will need to decide the seriousness of the incident and the injury, disorder or damage that could occur if force is not used and the chances of achieving a desired outcome by other means plus the risks associated with physical intervention compared with using other strategies. Staff will have been made aware of any significant children or young persons i.e. those on SEND/Child Protection Registers and in any extreme cases where there is a need to engage the police to avoid danger to themselves and others.

If a member of staff decides that the use of force is appropriate and an action of last resort, then they should always:

- Give a warning to the child or young person that a physical intervention may have to be used.
- Suggest how the child is to be handled ensuring that no form of restraint is used that could constrict breathing. Appropriate means are passive physical contact such as standing between children or young persons or blocking a child's path, leading a child or young person by the hand or arm, ushering a child or young person away by placing a hand in the centre of the back or in more extreme circumstances using appropriate restrictive methods that a member of staff has been trained to perform.
- Try to ensure that they do not use force unless or until another responsible adult is present to support, observe or call for assistance.

**Examples of Situations that Particularly Call for Judgements of this Kind Include:**

- A child attacks a member of staff or another child.
- Children are fighting, causing risk or injury to themselves or others.
- A child is causing or on the verge of committing deliberate damage to property.
- A child is causing or is at risk of causing injury or damage by rough play or use of an object.
- A child absconds from a class or leaves the school at an unauthorised time.
- A child persistently refuses to follow an instruction to leave the classroom.
- A child is behaving in a way that seriously disrupts a lesson, a school event or school visit.

In these examples use of force would be reasonable (and therefore lawful) if it is clear the behaviour is dangerous, and the situation could not be resolved in any other way. Account must be taken of the individual needs of the child and their understanding of the situation.

**Pupils with SEND**

Reasonable force can be used on these pupils, but when deciding whether this is appropriate, staff should know and understand the specific needs of the pupil concerned.

**Recording of Incidents**

A record sheet will be completed by all staff engaged in any incident where force or restraint has taken place even if they did not handle the child. The record sheets will be kept centrally in the

school office. Once completed they must be passed to the Head Teacher. They must be completed once the situation has been dealt with to ensure accuracy and that it is a true and honest report. The Head Teacher will inform the parents of the child by phone followed by a letter and if necessary, arrange to meet them. The report will then be filed in the child's records in the school office.

All accidents, incident or near miss reports must be recorded. Surrey schools can access the SCC online Health & Safety event reporting portal [surreycc.oshens.com](https://surreycc.oshens.com)

Following any incidents where force has been appropriate the Head Teacher will make arrangements to support the staff and children as these can be upsetting times.

First Aid will be administered by a trained first aider and emotional support will be provided as required.

Staff will discuss the situation within 2 days with the Head Teacher to see if all procedures were followed and how we could try to avoid further repercussions, learning from the experience.

The Head Teacher will monitor trends and patterns of individual children, individual staff and groups of staff and will allow this analysis to influence the policy and practice going forward. The Head Teacher and staff will review the schools use of force strategy following any incidents and make any relevant changes to the policy if required.

### **Complaints Procedures**

The school has a clear complaints procedure, and any complaints would be received in the first instance by the Head Teacher. If matters were not involved, then the complainant would take the matter to the Governing Body. Parents wishing to make a complaint will be issued with the Complaints Policy detailing the procedures.

### **Caring Touch**

There may be circumstances when physical contact is appropriate and required other than that covered by Section 93 of the Education Inspection Act of 2006 i.e.:

- Contact in PE demonstrating technique or exercises.
- Administering First Aid.
- Congratulating a child or young person or where a child is in distress and needs comforting.
- Young children and those with SEN may need staff to provide physical prompts or help.

In all these cases Teachers must use their own professional judgement when they feel a child or young person needs this kind of support, which should always respect the wishes of the individual.

### **Safeguards for Staff and Adults**

- Two members of staff will attend to toileting needs.
- Same sex staff will attend to needs in dormitories on residential trips.
- If a child is required to remove clothing to enable first aid to be administered two members of staff should be present e.g. such treatment as cut knees and girls wearing tights.
- Sensitive examination of children except in critical conditions will be done by the first aider with another adult.
- Sensitivity will be shown when visitors are in the school and when children are getting changed.
- This Policy will generally apply to all children; however, race and cultural norms will be applied as appropriate.

This Policy will be monitored by the school Trustees and will be reviewed on a regular basis.

## **Appendix 1**

### Positive Touch Incidents – Recording

#### **Physical Intervention Report:**

Pupil Name:

DoB:

Year Group:

Class:

Date/Time of Incident:

Event Antecedent to Incident:

Location

Document Filled out by:

Timescale

**Actions of Pupil prior to Physical Intervention:**

**De-escalation Techniques Offered:**



Adults Involved in Intervention:

1. ....
2. ....
3. ....
4. ....
5. ....

Intervention:

Parents Informed – Date & Time:

Exclusion of Pupil – Yes/No

Length of Exclusion: Half a Day

Work Provided: - Yes/No

Details:

Police Informed - Yes/No

Incident Number: .....

Police Follow Up:

Date & Time of Debrief: On the day and a follow up discussion the next day

Signatures of those involved:

1.  
.....
2.  
.....
3.  
.....
4.  
.....
5.  
.....

Signature of Headteacher:

.....

Date: .....