



P600 Physical Restraint Policy

1 PURPOSE

- 1.1 The College has a duty of care to ensure – as far as is practicable – maintenance of the health and safety of all those on the college site or affected by its operations in whatever activity the individual/group is involved in – including those off-site
- 1.2 In some cases challenging behaviour of students may present a risk to themselves or others, and special consideration needs to be given to their circumstances and the management of such times for the individual students, group and staff present
- 1.3 This policy provides guidance about when it is appropriate to use force to restrain or physically manage, or direct a student in challenging circumstances

2 SCOPE

- 2.1 The procedures and guidance provided here is intended for use in situations where students may need to be prevented from harming themselves, others member of a group or property, and is aimed at all staff of the college who may come into contact with students.
- 2.2 It is underpinned by relevant sections of the Education and Inspections Act (2006) and the Further and Higher Education Act (1992)

3 POLICY STATEMENTS

- 3.1 Using force/use of force to restrain or physically direct a student should be regarded as an ***absolutely last resort***. Force should only be used in situations where there is no safer alternative and all alternatives of control/management have been used
- 3.2 Staff should take all possible steps to reduce the risk of these situations arising, and to practice appropriate de-escalation techniques when they do (Staff training/CPD on an annual basis is provided by the College for such situations)
- 3.3 The college will minimise the risk of violent situations arising by:
 - creating a supportive college climate where students trust the advice and guidance offered by staff
 - providing staff and students with the skills to deal with the strong emotions of themselves and others
 - providing a supportive and informative Induction to the College for groups with the potential to have strong emotional needs

Physical restraint policy			P600
Last review date	27 th June 2017	Status	Operational
Next review date	27 th June 2018	Postholder responsible:	Director Student Services
Last EqIA date	27 th June 2017	Approval required from:	EMT

- providing staff with training and development to support a range of techniques to de-escalate potentially violent situations
- reviewing the 'Restraint Policy' after any incident which involved any degree of restraint or challenge and reviewing the incident with staff

4 PROCEDURES FOR IMPLEMENTING THE POLICY

4.1 Circumstances where force can be used

4.1.1 A member of staff may use such force as is reasonable to prevent a student from:

- committing a criminal offence
- causing personal injury to themselves
- causing personal injury to, or damage to, any person, the property of that person or others
- prejudicing the maintenance of good order and discipline at the college or among its students, whether during a teaching session or otherwise, and whether at the College site or on off-site activity

4.1.2 Examples of these circumstances might include:

- a student attacking another person
- students fighting each other
- committing (or about to commit) deliberate and serious damage to property
- dangerous play, or misuse of dangerous materials that are likely to cause harm, damage or injury to themselves or others
- running in a corridor or stairway in a way that is likely to cause an accident or injury to the student or others
- resisting an attempt to search a student for a (known/seen) weapon

4.2 Types of force that can be used

4.2.1 Examples of force that could be used as a last resort might include:

- standing between students
- blocking a student's (or group of students') path
- leading a student by the hand or arm
- shepherding the student by placing a hand in the centre of the back
- in extreme circumstances, using restrictive holds such as holding students' arms by their side
- where there is a high risk of death or serious injury to the student and/or members of staff, the staff would be justified in taking any necessary action consistent with using the minimum force to achieve the desired result in order to calm the student, maintain them in a settled/stationary position in a non-dangerous environment
- remove a student from a potentially dangerous environment – where injury or damage or other serious outcome could be possible

4.2.2 In none but the ***most extreme circumstances*** should staff use force that might be likely to cause bruising or injury, for example:

- holding a student around the neck or collar, or in any other way that might restrict breathing

- slapping, punching or tripping
- twisting or forcing limbs against a joint
- holding or pulling ears or hair
- forcing students to the floor – unless this is the only safe position to maintain a calmed student and remove the potential for injury and harm
- using clothing to restrict movement

4.2.3 Staff should not apply physical force that might be regarded as sexually incorrect or inappropriate or misinterpreted behaviour

4.2.4 Force must not be used in a way that constitutes a threat or punishment

4.3 Those that can use force

4.3.1 The power to use reasonable force can only be exercised where staff and student are on the premises of the college, or they are elsewhere – on a visit, or an external activity and the member of staff has lawful control of the student

4.3.2 'Member of staff' in relation to this policy means any person who works at/for the college, whether as an employee or not. This would include:

- teaching staff
- support staff including learning support staff
- members of staff whose job does not normally involve direct management of students, like catering and caretaking staff

4.3.3 Vice Principals (and those authorised by the Principal) have the authority to search a student for a weapon if that person has reasonable grounds for suspecting, or is aware that there is a weapon. Reasonable force may be used in exercising the power to search should the student refuse to co-operate with such request being made. Wherever possible searches of students should be carried out by a person of the same sex. The Principal or authorised person would have normally consulted with the College Police liaison person at the commencement of each Academic Year to seek advice and ensure the procedure, reasoning and strategy was valid for the time before using this authority

4.3.4 All citizens have a common law right to use reasonable force in self-defence, and to prevent another person being injured or their property damaged.

4.4 Reporting and recording of incidents

4.4.1 All incidents involving the use of force or restraint must be reported using the form attached to this policy.

4.4.2 These reports must be completed as soon after the event as possible and sent to the Director of the Faculty, Director of Student Services (and where appropriate the Vice Principal)

4.4.3 The Director of Student Services will consider and act upon the requirement for a debrief of the member of staff concerned and/or dissemination of the information to relevant parties – Director of the Faculty, Curriculum Manager, Student Services Manager, parents or carers, outside agencies, Designated Safeguarding Officer and Director of HR (for reporting of personal injury or trauma of staff).

- 4.4.4 The Director of Student Services will maintain records of these events to assist in the identification analysis of patterns of behaviour. These records are used to review outcomes, and to formulate future practice in order to minimise risk of similar occurrences. Also, where appropriate the Director will report to the LADO
- 4.4.5 These records provide evidence for decision making in case there is a subsequent complaint, investigation or disciplinary action

5 POST INCIDENT REVIEW PROCEDURE

- 5.1 A full review of the incident will be undertaken
- 5.2 Reports – written – will be provided by each member of staff involved from the very start of any such incident to the completion of the restraint and the calming of the student, or the removal of the student from the College/situation by parents/carers/guardian. Validated supporting evidence, including photographs should be included in the report.
- 5.3 The Director of Curriculum will collate all such reports, complete the Report Form (see below) and provide copies for the Safeguarding Report
- 5.4 The Director of Student Services will contact the LADO (at relevant County Council) and discuss the incident, issues and concerns regarding the actions of staff and the details of the incident and report back to the Director of Faculty with findings
- 5.5 The Policy will be reviewed following the incident and any recommendation or outcome from the LADO discussions will be added/amended into the Policy for future reference and use
- 5.6 There will be a review of training needs for staff in addition to the annual CPD for such issues as 'de-escalation' and 'restraint' provided

**1 Easton & Otley College
Use of Restraint or Force Report Form**

Student upon whom force was used:		
Name	Date of Birth	Home Address
Staff member directly involved		
Name	Job title	Contact telephone number
Staff member witness of the event		
Name	Job title	Contact telephone number
Date of event	Time	Location
Describe events leading up to the use of force		
Describe de-escalation techniques used		
Reason for use of force or restraint		
Describe type of force used		
Subsequent actions - include those related to the welfare of the student and staff involved		
Other students who were involved		

Ref No:

For use by Student Services (Safeguarding)

Date and time report received	Date and time of investigation
Preliminary findings	
Causation factors	
Information given to: (other staff, parents/carers, external agencies)	
Further action which could include: training or a disciplinary investigation / hearing	
Was a complaint received?	
Any relative previous incidents - with the student(s) involved or the location	

Investigation by

Date, time

cc: Director of Curriculum
Director of Student Services
Director of HR
Head of Student Services
Senior Designated Person