



Highfields College



Policy Title:	Care and Control Policy		
Last Reviewed & Updated:	June 2021	Due for Review:	June 2024

CARE AND CONTROL POLICY

INTRODUCTION

This policy has been prepared for the support of all teaching, and support staff who come into contact with pupils within Highfields. It is designed to explain the PRU's arrangements for care and control. Its contents should be made available to all parents and pupils.

This policy should be read in tandem with Highfields PRU behaviour policies.

This policy was updated after staff discussion in Highfields and accepted by the Governing Body in June 2017. The responsible person for the implementation and review of this policy is the Head of Service. Training for all staff is provided annually at staff meetings. It is updated every two years.

PURPOSE

Good personal and professional relationships between staff and pupils are vital to ensure good order in our Centre. It is recognised that the majority of pupils in our Centre respond positively to the discipline and control practised by staff. This ensures the well-being and safety of all pupils and staff in the Centre. It is also acknowledged that in exceptional circumstances, staff may need to take action in situations where the use of positive physical intervention may be required.

This policy seeks to ensure that staff in Highfields clearly understand their responsibilities in taking appropriate measures where positive physical intervention is required. It is essential that staff are well-informed and appropriately trained to deal with these difficult situations and understand fully the rationale and implications of the guidance given in Stockport LEA's 'Care and Control' document, January 2004. This policy should also be explained to pupils and made available to parents on request.

PRINCIPLES

All staff working in Highfields have a right to:

- be treated with respect and dignity;
- work in a safe and health environment;

- be protected from harm;
- receive adequate information and training.

All pupils attending The Highfields and their parents have a right to:

- consideration of their needs by staff who have responsibility for their care;
- expect staff to undertake their duties and responsibilities in accordance with the Centre's policies;
- be informed about the Centre's rules, policies and expected conduct for all;
- be provided with high quality of education in an environment where they are protected from harm;
- be informed of the Centre's complaints procedure.

APPROPRIATE PHYSICAL CONTACT: POSITIVE PHYSICAL INTERVENTION

Highfields staff have a responsibility to act at all times in a manner which reflects positively on their professional status.

Whilst it is recognised that there are situations in which appropriate physical contact occurs in the Centre's setting between staff and pupils, it must be understood that to undertake any form of physical control places staff in a vulnerable situation. It can only be justified according to those circumstances described in this policy. Staff therefore have a responsibility to seek alternative strategies, wherever possible, in order to prevent the need for physical intervention.

All members of staff undertake initial and refresher Team Teach training so that strategies can be applied to prevent student from:

- injuring themselves;
- causing damage to property;
- committing a criminal offence;
- engaging in any behaviour which is prejudicial to maintaining good order and discipline at the Centre or among any of its pupils, whether that behaviour occurs in the classroom during a teaching session or elsewhere.

The Centre adopts, as part of this policy, the advice and guidelines given in the document 'The Use of Force to Control or Restrain Pupils – Guidance for schools in England 2010'

AUTHORISED STAFF

In line with SERVICES TO YOUNG PEOPLE guidance on care and control, all teaching staff at Highfields are authorised, within the context of this Policy and the legal position indicated above, to use positive physical intervention to control or restrain pupils.

Control can mean either passive physical contact (eg, standing between pupils or blocking a pupil's path) or active physical contact (eg. Leading a pupil by the hand or arm, or ushering a pupil away by placing a hand in the centre of the back).

When a member of staff use 'restraint' they physically prevent a pupil from continuing what they were doing after they have been told to stop. The use of restraint techniques is

usually used in more extreme circumstances, such as when two pupils are involved in a fight and physical intervention is needed to separate them.

The Head of Service is responsible for making clear to whom such authorisation has been made, in what circumstances and settings they may use positive physical intervention, and for what duration of time this authorisation will last. The Head of Service will ensure that those authorised are aware of, and understand properly, what the authorisation entails.

The Head of Service will maintain a list of those who have been authorised and received appropriate training (Team Teach).

The list will be reviewed annually by the Head of Service.

All peripatetic staff and SERVICES TO YOUNG PEOPLE will work within the policy of their own Service, which should dovetail with that of The Highfields. Whilst on the premises, they will be expected to operate within the policy of the Centre.

TRAINING

It is the duty of the Head of Service to ensure adequate training is provided for all authorised staff, teaching and non-teaching, in order to operate this policy. Responsibility for co-ordinating this training will be the responsibility of the Head of Service.

Members of staff will not be expected to undertake the use of positive physical intervention without knowledge of the Centre's policy or Team Teach training. New staff will be fully trained prior to authorising their participation. All staff will receive regular 'refresher' courses.

RECORDING OF INCIDENTS

As soon as is reasonable practicable, following an incident in which positive physical intervention has been used, the member of staff involved will INFORM the Head of Service, or other designated person, following this up with a written report – in line Team Teach guidelines.

Highfields will keep an up to date record of all incidents where positive physical intervention has been used in the Centre's confidential incident book/folder.

STUDENTS WHO SELF HARM

Many of the students who attend the centre are involved with Core and Community HYMS Services for self-harm.

All staff have access to the "Young people & self-harm in Stockport policies and procedures: Schools' version 2016 and the guidance and procedures are adhered to by all members of staff at The Highfields.

EDUCATION OF SICK CHILDREN SERVICE

This should be read in conjunction with “The Policy for The Education of Sick Children” Working in the Education of Sick Children Service environment it is essential to establish good personal and professional relationships, not only between the staff and the students but also between staff and the parents/carers. Education works as part of a team with medical colleagues and we must follow their policy within the hospital. There is a panic button in the classroom for emergency use as medical staff may need to be involved in addition to security staff. Any incident must be reported and recorded within both the hospital and education sectors.

In the home the coordinator will visit first to establish that it is a safe environment for the teacher and pupil.

PRINCIPLES

All staff working within the Education of Sick Children Service has a right to:

- be treated with respect and dignity;
- work in a safe and healthy environment;
- be protected from harm;
- receive adequate information and training.

All students being taught within the Education of Sick Children Service have a right to:

- consideration of their needs by staff who have responsibility for their care;
- expect staff to undertake their duties and responsibilities in accordance with the Service policies;
- be provided with high quality of education in an environment where they are protected from harm.

APPROPRIATE PHYSICAL CONTACT: POSITIVE PHYSICAL INTERVENTION

Education of Sick Children Service staff have a responsibility to act at all times in a manner which reflects positively on their professional status.

Whilst it is recognised that there are situations in which appropriate physical contact occurs in the Education of Sick Children Services setting between staff and pupils, it must be understood that to undertake any form of physical control places staff in a vulnerable situation. It can only be justified according to those circumstances described in this policy. Staff therefore have a responsibility to seek alternative strategies wherever possible in order to prevent the need for positive physical intervention.

Positive physical intervention may only be used to prevent a pupil from:

- injuring themselves or others;
- causing damage to property;
- committing a criminal offence;

- engaging in any behaviour which is prejudicial to maintaining good order and discipline within the Education of Sick Children Service or among any of its pupils, whether that behaviour occurs in the classroom during a teaching session or elsewhere.

TRAINING

It is the duty of the Head of Service of The Highfields to ensure adequate training is provided for all authorised staff, teaching and non-teaching, in order to operate this policy. New staff will be given training in their first term, other staff will have training bi-annually.

Members of staff will not be expected to undertake the use of positive physical intervention without knowledge of the Centre's policy or Team Teach training. New staff will be fully trained prior to authorising their participation. All staff will receive regular 'refresher' courses.

RECORDING OF INCIDENTS

As soon as is reasonably practicable following an incident in which positive physical intervention has been used, the member of staff involved will INFORM the Head of Service, Education of Sick Children coordinator or CAMHS Teacher or other designated person following this up with a written report, in line with Team Teach guidelines. Report proforma are shown at the back of this document.

The Education of Sick Children Service will keep an up to date record of all incidents where positive physical intervention has been used in the Service's confidential incident book/folder.