





# Lumen Learning Trust

Learning together for a brighter future

## Safe Holding Policy

<b>DATE APPROVED BY LUMEN LEARNING TRUST</b>	16 <sup>th</sup> October 2023		
<b>REVIEW DATE Biennial</b>	16 <sup>th</sup> October 2025		
<b>SIGNED DEPUTY EXECUTIVE PRINCIPAL</b>	Mary Ellen McCarthy 	<b>DATE</b>	16/10/2023
<b>SIGNED CHAIR OF DIRECTORS</b>	Ray Vango 	<b>DATE</b>	16/10/2023

The Lumen Learning Trust puts the children's needs at the heart of its provision. Our whole school community is committed to enabling the children to become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future.

### **Aims**

Good, transparent relationships between staff and pupils are vital. It is recognised that the majority of pupils in school respond positively to the behaviour expectations practised by the staff. This ensures the well-being and safety of all pupils and staff. It is also acknowledged that in exceptional circumstances staff may need to take action where the use of safe holding or touch may be required.

The Trust and the individual schools will make every effort to ensure that:

- Staff clearly understand this policy and their responsibilities in the context of their duty of care in taking appropriate measures where safe holding or touch is necessary.
- Staff are provided with regular and appropriate training to deal with these situations should they occur.
- Pupils understand the need for and respond to clearly defined limits which govern behaviour in school.
- Pupils understand the circumstances in which safe handling and touch may be used, taught during PHSE lessons in an age-appropriate way.
- Parents have committed themselves through their school's Home School Agreement to ensure the good behaviour of their child and their child's understanding of the need to follow reasonable requests from an adult.

This policy has been prepared for the support of all teaching and support staff who come into contact with pupils. This policy should be read in conjunction with other school policies relating to interaction between adults and pupils specifically the school's Behaviour Policy as well as "Touch and the use of restrictive physical intervention when working with children and young people: Reducing the Need for Restraint and Restrictive Intervention: Policy and guidance for Surrey staff" published by Surrey County Council, August 2019.

### **Definitions**

**Physical Contact**

Situations in which proper physical contact takes place between staff and pupils, e.g. in sports/PE, to comfort pupils, celebrate success.

**Physical Intervention**

This may be used to divert a pupil from a destructive or disruptive action, for example guiding or leading a pupil by the hand, arm or shoulder with little or no force.

**Safe holding or touch**

This will involve the use of reasonable force when there is a risk to pupils, staff or property or if good order is being seriously prejudiced. All such incidents will be recorded.

### **Use of safe holding and touch**

The application of any form of safe holding and touch places staff in a vulnerable situation. It can only be justified according to the circumstances described in this policy. Staff, therefore, have a responsibility to follow the policy and to seek alternative strategies wherever possible in order to prevent the need for safe holding and touch.

Staff consistently use positive strategies to encourage acceptable behaviour and good order to ensure that safe holding and touch is used as a last resort. Please refer to our Behaviour Management policy for more detail on the strategies used.

Circumstances where safe holding or touch may be used with a child are:

1. To provide necessary and urgent first aid treatment
2. To provide comfort or praise
3. To reinforce communication

4. To teach or build life skills such as getting dressed after a PE lesson
5. To prompt movement
6. To carry out the duty of care a school and its staff has which includes:
  - a. stop a child from self-injuring or placing themselves risk (this can include safe movement during PE lessons)
  - b. stop a child from injuring or placing others at risk
  - c. causing damage to property including that of the pupil themselves
  - d. committing a criminal offence (even if the pupil is below the age of criminal responsibility)

Safe holding or touch can only be deemed reasonable if:

- it is warranted by the particular circumstances of the incident
- it is delivered in accordance with the seriousness of the incident and the consequences which it is desired to prevent
- it is carried out as the minimum to achieve the desired result
- the age, understanding and the gender of the pupil are taken into account
- it is likely to achieve the desired result
- wherever possible, assistance has been sought from another member of staff before intervention

The form of safe holding or touch that staff may engage in for behaviour management circumstances are:

- physically interposing themselves between pupils
- blocking a pupil's path
- escorting a pupil
- shepherding a pupil away
- carrying or lifting a child away to safety

Whenever safe holding or touch is used, staff will keep talking to the pupil to ensure they know why it is occurring.

### **Training**

Safe holding and touch training will be made available to staff and it will be the responsibility of a Headteacher to ensure this is carried out in a timely manner. No member of staff will be expected to undertake safe holding and touch without appropriate training.

Prior to the provision of training, guidance will be given on action to be taken.

### **Recording**

Where safe holding or touch has been used for a behavioural incident a record of the incident always needs to be kept. All recording needs to be completed on the day of incident and should include the following:

- name of pupil
- date, time and place of incident
- a brief description of the incident and actions taken
- attempts made to calm the situation
- names of people who witnessed the situation
- any damage/harm to persons or property
- name of person informing parents
- after investigation a summary of action taken

Staff completing recording forms will keep a copy for themselves for future reference.

The Headteacher will ensure that each incident is reviewed and investigated further as required. If further action is required in relation to a member of staff or a pupil, this will be pursued through the appropriate procedure. Members of staff will be kept informed of any action taken.

### **Complaints**

The availability of a clear policy regarding Safe Holding and Touch should reduce the likelihood of complaints but may not eliminate them. Any complaints about staff will be dealt with under the school's Complaints about Staff Procedure Policy.