

GREEN MEADOW PRIMARY SCHOOL

Physical Contact Guidelines

Teaching and non-teaching staff work 'in loco parentis' and should always operate with an appropriate 'Duty of Care'.

(Birmingham Behaviour Support Service Care and Control Policy 2007)

At Green Meadow it is our policy that an adult should not make any physical contact with a child in an enclosed environment or in isolation from another adult or child. Our 'open-door' policy supports this measure. Private meetings with individual pupils may give rise to concern. There may be occasions when a confidential interview or a one-to-one meeting is necessary, but where possible, such interviews should be conducted in a room with visual access, or with the door open (NASUWT union advice). Another adult or pupil should be present nearby and another member of staff should know that the interview is taking place.

Safe Guarding Members of Staff

It is not realistic to suggest that teachers should never touch pupils and they have the right to use reasonable force to control or restrain pupils in certain circumstances (DFES Safeguarding Children and Safer Recruitment in Education 2007). Further to this there is also a place for physical contact between adults and children within the school setting. However, a pupil / parent / observer may misconstrue physical contact and in recognising the need to safe guard staff and pupils the following guidelines have been produced.

Staff caring for children in class or in the playground

- There are times when a pupil is in distress and needs comforting. Physical contact may be made in a caring way if it is deemed appropriate by the professional working with the child and the child him/herself (DCSF 'The use of force to control or restrain pupils' Guidance 2007).
- Staff may use a comforting arm if appropriate for the individual child.
- Staff may use a guiding hand where appropriate.
- All staff are authorised by the headteacher to use the minimum force necessary to control children in extreme situations (see Policy for Positive Handling).
- Additional physical contact may be required for some Early Years children and other aged pupils who need greater comfort or positive handling. The class teacher will negotiate with the child's parents the appropriate types of comforting and physical contact that a child needs e.g. comforting arm around the shoulder whilst sitting next to the child. These children will be identified by the class teacher and recorded in the class low incident book.
- *When an Early Years / other aged child is distressed it is agreed that an adult will sit alongside the child and offer a comforting arm on the shoulder. If a child has needed comfort from an adult then the parents are informed by the class teacher at the end of the day. This is agreed in consultation with the parents (see above).*
- Before any physical contact is given the adults should first consider whether it is age / gender appropriate.
- There may be some children for whom physical contact is particularly unwelcome. (DCSF 'The use of force to control or restrain pupils' Guidance 2007). These children will be identified by the class teacher and recorded in the class low incident book.

- Early Years children or children with special educational needs may need staff to provide physical prompts or help (DCSF 'The use of force to control or restrain pupils' Guidance 2007).

First Aid

- If a child is on the ground, speak to them to find out what the problem is. Ask them to get up if they can so that you can look at them. Use appropriate support if necessary. If a child cannot get up by themselves send for another adult, preferably a first-aider.
- For all injuries ask the child to check themselves and say what is wrong. If required, a member of staff can check the visual injury if another adult / child is present. Pupils can receive treatment from 1 adult with another child present.
- Pupils are only treated in the first aid area, playground or open environment of the classroom.
- When appropriate allow the child to clean their own injury e.g. KS2 pupils.
- Should an injury occur in a difficult location on the body, ask the child to check themselves to ascertain the extent of the injury. If this is not appropriate or possible then 2 adults (one to be a first-aider) must be present when the injury is checked e.g. Early Years children / pupils with a physical need.
- All injuries must be reported to the parent either face to face, by letter or on the telephone.
- All injuries must be recorded in the First Aid Accident Book.
- The 'yellow form' (provided by the office) must be completed and sent in the event of a child receiving hospital treatment.
- If an accident occurs on a school trip then the 'Trip Accident Book' must be filled in (located in the office).

P.E and Games

- Some physical contact may be necessary to demonstrate exercise or techniques during PE lessons and sport coaching (DCSF 'The use of force to control or restrain pupils' Guidance 2007).
- Health and Safety issues must be considered.
- If necessary, Early Years children or pupils with physical need can be assisted in getting changed.

Toileting

- If a child has an accident when going to the toilet, they are directed by a caring adult as to how to clean themselves and put on clean clothing.
- A change of clothing is provided by the school with an accompanying letter asking for the return of clean items. A note is made of the issue / return of clothing.
- Adults do not enter the toilet cubicle and if appropriate, assist the child with another adult present. A courtesy call is made to the parents after an incident.
- Should the child be unable to clean themselves appropriately then the parents are contacted and asked to come to school and assist their child. It may be appropriate for the child to leave school to be made comfortable.

References:

- DCSF 'The use of force to control or restrain pupils' Guidance 2007
- DFES Safeguarding Children and Safer Recruitment in Education 2007
- Birmingham Behaviour Support Service Care and Control Policy 2007
- NASUWT Union Advice