

# COGNITA



**Oakfields**  
Preparatory School

## **Use of Reasonable Force and Pupil Searching, Screening and Confiscation Policy**

**September 2020**

### 1 Policy Statement

- 1.1 The school complies with all statutory requirements, as amended, from time to time. The principles of 'reasonableness' and 'proportionality' are used at all times in respect of the use of force and restraint.

### 2 Purpose

- 2.1 We use this policy to protect every person from harm, to protect all pupils against any unnecessary, inappropriate, excessive or harmful physical intervention, and to ensure all of our staff know what constitutes appropriate use.
- 2.2 We are fully aware of, and are fully committed to, the school's legal duty to make reasonable adjustments for children with special educational needs and/or disabilities. Staff should always act within our policy on behaviour and discipline.
- 2.3 We aim that this policy makes clear when such force might be used, so that all our parents, staff and pupils understand our policy and practice and can support us in the unlikely event that this form of control will be required.
- 2.4 We ensure that pupils have a right to respect for their private life in that they expect a reasonable level of privacy (European Convention on Human Rights), so any interference with this right by the school must be justified and reasonable.
- 2.5 Our school staff have a power to use 'reasonable' force to protect from harm. Correct and lawful use provides a defence to any related criminal prosecution or other legal action.
- 2.6 Suspension should not be an automatic response when a member of staff has been accused of using excessive force.
- 2.7 Our Senior Leadership Team will support staff when they use this power, including any person whom the Headteacher has put in charge temporarily of pupils, such as unpaid volunteers or parents accompanying our children on a school organised visit.

### 3 Introduction

- 3.1 Use of physical force is not usually necessary in our schools. However, should this ever be required then it is the aim of this policy to clarify the power of teachers and other staff who have lawful control or who are in charge of pupils.
- 3.2 The provision applies when a teacher or authorised person is on the school premises and when the person has lawful control or charge of the pupils elsewhere; for example, on a school trip.
- 3.3 This policy does not authorise the use of corporal punishment or threat of corporal punishment in any circumstances and nor is it intended to encourage the use of inappropriate force. Our school does not permit the use, or threatened use, of corporal punishment during any activity, whether on or off the school premises, under *any* circumstances. Moreover, the Statutory Framework for the Early Years Foundation Stage (2017) requires that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person living or working in the premises where care is provided. We are aware that if we fail to meet this standard then we would be committing an offence.
- 3.4 We will never threaten any punishment which could adversely affect a child's well-being.

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- 3.5 There are a variety of circumstances in which reasonable restraint may be appropriate or necessary in order to control or restrain a pupil. Wherever possible, if this is anticipated, appropriate steps should have been taken beforehand to plan appropriate responses.
- 3.6 There is no legal definition of when it is reasonable to use force.
- 3.7 This policy takes fully into account the most recent DfE non-statutory guidance entitled [Use of Reasonable Force](#) (DFE, July 2013) and [Searching, Screening and Confiscation](#) (DFE, Feb 2014).
- 3.8 This policy also supports the safeguarding and welfare requirements of the Early Years Foundation Stage statutory framework (EYFS) 2017. The Early Years Foundation Stage (EYFS) applies to children from birth to the end of the Reception year. This policy applies to the whole school and the Early Years Foundation Stage.
- 3.9 It is not illegal to touch a pupil. There are occasions when physical contact, other than reasonable force, is appropriate and necessary. For example, holding the hands of the child at the front/back of the line when walking in a group, to comfort a distressed pupil, to congratulate or praise a pupil, to demonstrate a musical instrument, exercises during PE or sports coaching, and of course to give first aid. If any member of staff is unclear about this, they should discuss it further with their Headteacher or Designated Safeguarding Lead (DSL) in order to alleviate any doubt or uncertainty. All staff should follow the Staff Code of Conduct.
- 3.10 We do not routinely screen pupils without physical contact, although we reserve the right to do so.

### **4 What do we mean by reasonable force?**

- 4.1 This term refers to a range of actions used by most teachers at some point in their careers which involves a degree of physical contact with children.
- 4.2 Force is usually used to control or restrain. For example, guiding a pupil to safety by the arm or more extreme circumstances such as breaking up a fight, or where a pupil needs to be restrained to prevent injury or violence.
- 4.3 What we mean by 'reasonable' is using no more force than is needed.
- 4.4 Control is usually about passive physical contact such as standing between two pupils or blocking a pupil's path, or indeed guiding them out of the room by leading them by the arm.
- 4.5 Restraint refers to holding back physically or bringing a pupil under control. We only use this strategy in more extreme situations where physical intervention is the only option.
- 4.6 We always try to avoid acting in a way that might cause injury, but in highly extreme cases this may not always be possible.
- 4.7 The decision as to whether or not to intervene physically is down to the professional judgement of the staff member concerned and will always depend on the individual circumstances.
- 4.8 Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. It is always proportionate to the circumstances, and will be dependent on the age of the pupil.

- 4.9 Wherever possible, staff should have exhausted the full range of behaviour management strategies in the Behaviour Policy which are aimed at preventing the situation from reaching the point at which physical intervention becomes necessary. Restraint is a last resort after all efforts to defuse the situation have been taken.
- 4.10 There are many alternative strategies which should be used by staff initially in situations, such as:
- An instruction is repeated until the pupil complies;
  - Use of a distractor such as a whistle to interrupt behaviour long enough for verbal methods to take effect;
  - Withdrawal of attention from the rest of the class/group when they act as an audience;
  - Avoiding confrontation;
  - Use of humour until tempers have been alleviated; and
  - Other sanctions outlined in our Behaviour Policy.

### **5 When might we use reasonable force?**

- To remove children from the classroom if they have refused to follow an instruction to do so in the interest of the safety of others and/or the child themselves.
  - To prevent a pupil behaving in a way that disrupts a school event or on a school trip or visit.
  - To prevent a pupil leaving a classroom where allowing them to leave would risk their safety or lead to behaviour that disrupts the behaviour of others.
  - To prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground.
  - To restrain a pupil at risk of harming themselves through physical outbursts.
  - To prevent a pupil being harmed.
- 5.1 We never use force when we need to punish a pupil because to do so would be unlawful.

### **6 Power to Search and Confiscate from Pupils**

- 6.1 School staff can search a pupil for any item if the pupil agrees e.g. by asking them to turn out their pockets or by asking them if the teacher can look in their bag or locker. An appropriate disciplinary sanction can be applied if the pupil refuses to cooperate with a search for a banned item, as laid out in the school's Behaviour Policy.
- 6.2 We have powers to search pupils or their possessions without consent where there is good reason to do so, but we will always seek to carry out any such search with the pupil's consent.
- 6.3 Staff will only search without prior consent where we have reasonable grounds for suspecting a pupil may have a prohibited item. Prohibited items are knives and weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or any article which has been or is likely to be used to commit an offence, cause personal injury or damage to property.
- 6.4 Staff can use this power to search pupils or their possessions under the specific authority of the Headteacher only.
- 6.5 Items which the Headteacher or authorised staff have banned and can search for are specified in the school rules contained within the school's Behaviour Policy. It is always made clear in communications to parents what items are banned.

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- 6.6 Staff can confiscate any prohibited item found as a result of a search, as well as any items, however found, which they consider harmful or detrimental to school discipline.
- 6.7 Searching without consent can only be used if the member of staff is the same sex as the pupil being searched and in the presence of a witness staff member.
- 6.8 Only outer clothing that is not worn next to the skin can be requested to be removed.
- 6.9 No intimate search is permitted by school staff.
- 6.10 Staff can use reasonable force to conduct a search for the prohibited items listed above.
- 6.11 Controlled drugs and stolen items must be delivered to the police as soon as is reasonably practical.
- 6.12 Alcohol, tobacco, cigarette papers and fireworks can be retained or disposed of.

### **7 How do we ensure our approach is effective?**

- We always tell the pupil what we are doing and why.
- We involve another member of staff wherever possible.
- We never act in temper or lose control.
- We always respect pupils' dignity, right to respect, privacy and confidentiality.
- We never involve other pupils in any restraint.

### **8 Training for Staff**

- 8.1 We will carry out a risk assessment for any individual pupil for whom we believe that control or restraint may be needed. As appropriate to our school population, our Senior Leadership Team will consider the needs of any of our staff who should be trained in effective techniques. The Headteacher will consider carefully if any staff member requires any additional training to enable them to carry out their responsibilities and care for any individual pupil's needs. Where the use of physical restraint is likely to be needed, staff training will first involve specialist techniques, e.g. Team Teach.

### **9 Information for Parents**

- 9.1 We are not required to inform parents before a search takes place or to seek parental consent to search their child, however, school leaders may choose to inform parents. Parents will always be informed when a pupil has been searched.
- 9.2 We will always speak to any parent about any serious incidents which involve the use of force or physical intervention; for example, in averting danger to a child or person or to manage a child's behaviour if absolutely necessary, including children of all ages. We will always make a written record of such, noting any witnesses and staff names involved. Also, we will outline the antecedents and consequences, including any injury sustained and subsequent treatment. We will also record when parents are informed and by whom, as well as making a note of parental responses. The member of staff who completes the written record will sign it.
- 9.3 The Headteacher will fill out a Serious Incident Report Form and submit this to Cognita, following current guidance.
- 9.4 With regard to the Statutory Framework for the Early Years (2017), we will ensure that we fully comply by informing parent/carer(s) on the same day, or as soon as reasonably practicable.

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- 9.5 All complaints about the use of force will be thoroughly investigated in accordance with our Complaints Procedure. The onus will be on the complainant to prove that their allegations are true.
- 9.6 When we receive an allegation about a member of staff we will follow the relevant section of our Safeguarding Policy and Procedures, including informing the Designated Officer (local authority).
- 9.7 The decision to exceptionally suspend any teacher rests with the Headteacher and/or Director of Education.

### 10 Monitoring and Evaluation

- 10.1 This policy will be reviewed annually by our Senior Leadership Team and revised in accordance with changing national requirements for independent schools. Incidents involving searching or the use of reasonable force will be reported to the Cognita Director of Education on the day of the search.

<b>Ownership and consultation</b>	
Document sponsor (role)	Group Director of Education
Document author (name)	John Coleman, ADE June 2019 – David Baldwin, DE

<b>Audience</b>	
Audience	All school staff

<b>Document application and publication</b>	
England	Yes
Wales	Yes
Spain	Yes

<b>Version control</b>
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Implementation date	September 2020
Review date	Review and update for September 2022

<b>Related documentation</b>	
Related documentation	Safeguarding and Child Protection Policy Behaviour Policy Exclusion Policy SEND Policy Complaint Procedure Educational Visits Policy Health and Safety Policy Staff Code of Conduct