Castlethorpe First School – Newton Blossomville CE School – North Crawley CE School
Sherington CE School – Stoke Goldington CE School

The Village Schools Federation aspires to nurture and inspire every child to experience life in all its fullness. Our schools are rooted in inclusive Christian values to enable all to flourish by building knowledge, confidence and resilience for the future. We strive to be the best we can be.
"Whatever we do, we work at it with all our heart"
Colossians 3:23

Use of restrictive interventions policy

(including reasonable force and seclusion)

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1. Aims and scope

At The Village Schools Federation we strive to create a safe, secure and supportive environment for all our pupils and staff.

There are times when the use of restrictive interventions, including reasonable force and seclusion, is lawful and necessary to keep people safe. However, we understand that the use of restrictive interventions can have a significant impact on pupils, staff and parents/carers. In our school, they are only ever considered as a last resort, once all other prevention and de-escalation strategies have been exhausted.

This policy aims to:

Minimise the need to use restrictive interventions, through early support, prevention and de-escalation strategies
Help school staff feel confident in knowing how to use restrictive interventions safely, appropriately and lawfully, when they are necessary
Clearly set out the steps for recording and reporting incidents of reasonable force, seclusion and restraint
Protect the safety, wellbeing and dignity of all pupils and staff, and help create a positive and safe place for everyone at school

2. Legislation and guidance

This policy is based on the Department for Education (DfE) guidance on restrictive interventions, including the use of reasonable force, in schools. It also meets the requirements of:
Section 93 of the Education and Inspections Act 2006
Section 93A of the Education and Inspections Act 2006, inserted by the Apprenticeships, Skills, Children and Learning Act 2009
Section 550ZA and section 550ZB of the Education Act 1996
Equality Act 2010
Health and Safety at Work etc. Act 1974 and associated regulations
Human Rights Act 1998
Keeping Children Safe in Education
The Schools (Recording and Reporting of Seclusion and Restraint) (No. 2) (England) Regulations 2025
Department for Education guidance on searching, screening and confiscation

3. Definitions

The terms we use in this policy are defined as follows. These definitions are based on the Department for Education's guidance on restrictive interventions (linked to in section 2 of this policy).

Restrictive interventions are used to prevent, restrict or subdue movement of the body or part of the body. This policy uses 'restrictive interventions' as the umbrella term to describe both physical and non-physical actions aimed to restrain pupils in different ways.
Examples of restrictive interventions could include:

- Supervised seclusion of a pupil in an area away from others, where the pupil is prevented from leaving for their own safety and/or the safety of others
- Passive physical contact, such as a staff member blocking a pupil's path if they're running towards danger (like a busy road), or staff standing between pupils to prevent a fight

Reasonable force refers to the broad range of actions used by staff that involve a degree of physical contact to restrain children, using no more force than is needed for the least amount of time, the application of which will depend on the circumstances.
Examples of the use of reasonable force could include:

- A staff member guiding a pupil to safety by the arm
- Staff breaking up a fight between pupils
- A staff member restraining a pupil to prevent injury to the pupil, or others

Restraint is a form of non-disciplinary intervention which immobilises a pupil or limits their movement. This may or may not include direct physical contact.
Examples could include:

- A staff member holding a pupil's arms to their sides when the pupil is attempting to harm themselves or others

Seclusion is a non-disciplinary intervention that keeps a pupil confined to a place away from others and prevents them from leaving, for the safety of that pupil and/or others. This could be through physical obstruction or by making the pupil believe that they will be punished if they leave. For example, putting a pupil into a 'wellbeing' room until they calm down is a form of seclusion.
See section 3.2 of this policy for more information on seclusion.

A **significant incident** is any incident where the use of force goes beyond appropriate physical contact between a member of staff and a pupil. This includes when physical force is used to implement a non-physical restrictive intervention.
See section 3.1 of this policy for more information on appropriate physical contact.

3.1 Appropriate physical contact with pupils
Our school does not have a 'no contact' policy. We do not grant any requests by parents/carers or staff members not to use reasonable force and/or other restrictive interventions.
There are circumstances when it is appropriate for staff to have some physical contact with pupils which does not give rise to any question over the use of reasonable force or other restrictive interventions.

Examples include:

- Providing first aid to a pupil
- Guiding or escorting a pupil through the school building or on a school trip by holding their hand
- Comforting a pupil who is upset
- Offering congratulations or praise, such as with a pat on the back or handshake
- To demonstrate how to use a musical instrument
- When demonstrating exercises or techniques during PE lessons or sports coaching

In assessing whether physical contact is appropriate in any given situation, staff should use their professional judgement, and have regard to:

- Our school's child protection and safeguarding policy
- Our school's behaviour policy
- The specific circumstances, such as whether there are other adults present

Factors including, but not limited to:

- The pupil's age
- Any known vulnerabilities, including whether the pupil has special educational needs and/or disabilities (SEND)
- Whether any alternative strategies that don't involve physical contact can be used

3.2 Seclusion
As defined above, seclusion is a non-disciplinary intervention that keeps a pupil confined to a place away from others and prevents them from leaving, for the safety of that pupil and/or others. This could be through physical obstruction or by making the pupil believe that they will be punished if they leave. For example, putting a pupil into a 'wellbeing' room until they calm down is a form of seclusion.
We only use seclusion as a safety measure when a pupil is experiencing high levels of emotional or behavioural dysregulation. Seclusion is not used as a threat or punishment. Seclusion is not a disciplinary response to deliberate or wilful misbehaviour. Please see our behaviour policy for information on our response to misbehaviour.

During seclusion:

- The pupil will be secluded in a safe place that does not feel threatening or intimidating to them e.g. the library
- The pupil will be supervised at all times, by at least 1 member of staff, ensuring additional staff are aware
- As soon as the immediate risk of harm has reduced, the pupil will be allowed to leave
- Any incident involving the use of seclusion will be recorded and reported in accordance with the procedures set out in section 12 of this policy

4. Roles and responsibilities

4.1 The governing board

The governing board is responsible for:

- Reviewing and approving this policy
- Ensuring that a procedure is in place for recording and reporting each:
    - Significant incident involving force
    - Seclusion incident
    - Restraint incident
    - Taking all reasonable steps to ensure that the procedures for recording and reporting the use of force, seclusion and restraint are followed
    - Regularly reviewing and interrogating data on the use of restrictive interventions in our school
    - Supporting and challenging school leaders to identify where changes may be needed to practice. For example:
        - If approaches have been used for some time but haven't been effective
        - If there is any disproportionate use of restrictive interventions, including in relation to pupils who share protected characteristics or have SEND or other types of vulnerabilities

4.2 The Executive Headteacher

The Executive Headteacher is responsible for:

- Overall implementation and oversight of this policy
- Making sure that appropriate and high-quality training on preventative strategies and the safe and lawful use of restrictive interventions is provided for staff who need it, based on our school's individual context and needs
- Ensuring adequate staffing levels to support positive behaviour management
- Monitoring incidents involving restrictive interventions, including regular review of incidents to refine and improve processes
- Ensuring compliance with recording and reporting requirements
- Authorising staff to search a pupil or their belongings if they have good reason to think the pupil has a prohibited or banned item
- Following the procedures set out in our complaints policy to deal with any complaint about the use of restrictive interventions
- Following the statutory safeguarding guidance Keeping Children Safe in Education if an allegation regarding inappropriate use of force and/or other restrictive intervention is made against a member of staff

4.3 All staff

All members of staff are responsible for:

- Making sure they have read and understood the principles of this policy and any other linked policies
- Using de-escalation and distraction techniques and positive behaviour management strategies to try to minimise and prevent the need for restrictive interventions
- Accurately recording every seclusion incident, restraint incident and significant incident involving force that they are involved in
- Reporting these incidents to the designated safeguarding lead (DSL) and the school deputy designated safeguarding lead (DDSL)
- Recording any injuries that occur as part of an incident involving restrictive intervention on CPOMS, and following our health and safety policy to ensure these are reported to the Health and Safety Executive where necessary

- Taking part in training on preventative strategies and the safe and lawful use of restrictive interventions, if relevant to their role (this may include additional training appropriate to their responsibilities)
- Engaging in follow-up conversation(s) to debrief and reflect on incidents involving restrictive intervention that they were involved in, to help us understand what happened and why

4.4 Designated safeguarding lead (DSL) and the school deputy designated safeguarding lead (DDSL)

The DSL and DDSL is responsible for:

- Reporting every seclusion incident, restraint incident and significant incident involving force to each parent/carer of the pupil involved
- Making sure CPOMS records are kept securely and in accordance with safeguarding and data protection procedures
- Contacting the local authority in cases where informing a pupil's parent/carer of the use of reasonable force, seclusion or restraint on their child would put that child at risk of significant harm (see sections 12.2 and 12.3 of this policy)

4.5 Special educational needs co-ordinator (SENCO)

The SENCO is responsible for:

- Working with pupils, parents/carers and relevant school staff to develop and review behaviour support plans and risk assessments for any pupils with SEND where it's been identified that there is an increased likelihood of the need to use restrictive interventions
- Ensuring staff are aware of individual pupil needs and associated behaviour support strategies
- Working with staff who know pupils well, to identify and manage risk (such as trigger points when challenging behaviour is more likely to occur)
- Working with pupils, parents/carers, staff and other relevant professionals to develop prevention and de-escalation strategies
- Advising on reasonable adjustments for any pupils with disabilities when considering prevention and de-escalation strategies
- Participating in the review of restrictive intervention incidents involving any pupil with SEND
- Providing advice and support on the application of this policy for pupils with SEND
- Contributing to staff training on SEND and behaviour management, including the use of restrictive interventions

5. Acceptable uses of force

All our school staff have a legal power to use reasonable force in certain situations.
Staff can use reasonable force to prevent or stop a pupil from:

- Hurting themselves or others
- Committing a criminal offence
- Damaging property
- Causing disorder among pupils, in or out of lessons

While all staff have this power, some staff, especially those who work closely with pupils who might show challenging behaviour, are more likely to need to use it than others.
We will ensure staff are adequately trained and that risk assessments are carried out where necessary. See section 11 of this policy for information on training and risk assessments.
Any significant incident involving the use of force will be recorded and reported in accordance with the procedures set out in section 12 of this policy.

6. Unacceptable uses of force

It is illegal to use force on a pupil for the purpose of punishment. We never use force as a sanction, threat or deterrent.

Our staff understand that any form of force or restraint carries a risk of physical and psychological harm, so we always avoid using these measures where possible.

The following uses of force are **never acceptable**:

- Staff using force for the purpose of punishment
- Staff restraining a pupil in a way that affects their airway, breathing or circulation, for example by covering their nose and/or mouth or applying pressure to their neck or abdomen
- Staff using force on the ground. If a pupil is unintentionally held on the ground, staff should release their hold or move into a safer position as quickly as possible

Section 5 of this policy sets out the instances where staff may use reasonable force. Section 9 of this policy provides guidance for staff on what to consider before using it.

7. Using reasonable force to search pupils

The Executive Headteacher and any member of staff authorised by the Executive Headteacher have a statutory power to search a pupil or their belongings if they have reasonable grounds to suspect that the pupil may have a prohibited item (as listed in the DfE's searching, screening and confiscation guidance) or an item banned under our school rules.

They can use reasonable force to search for prohibited items (as listed in the DfE's searching, screening and confiscation guidance), such as knives, weapons, stolen items or illegal drugs.

The decision to use reasonable force to carry out a search should be made carefully, on a case-by-case basis and taking into consideration the level of risk to pupils and staff. Please see our behaviour policy for more information on how we conduct searches.

8. Prevention and de-escalation strategies

Restrictive intervention is used only when necessary. We aim to minimise its use as much as possible, using both whole-school and individual approaches.

Our whole-school approach includes:

- Consideration of how our school and classroom environment can support all pupils to achieve and thrive
- Sharing best practice for whole-class behaviour management, and for managing communal spaces such as corridors, playgrounds and outdoor areas
- Training staff in effective communication strategies, such as using appropriate tone of voice and empathy to aid de-escalation
- Development of working staff-pupil relationships and trust
- Recording and analysing data on the use of restrictive interventions to inform improvement planning

The individual approaches we use include:

- Working closely with parents/carers to support individual pupils

Strategies to support individual pupils based on their identified needs, including:

- The development of behaviour support plans
- Strategies to help pupils calm down before their behaviour escalates
- Making 'reasonable adjustments' where a pupil has a disability, to help them participate in school life as fully as possible

8.1 De-escalation when a situation arises

When a staff member is faced with a situation where a restrictive intervention may need to be used, they should consider using de-escalation and distraction techniques first, wherever possible. Techniques that could be used in these situations include:

- Having open body language and being aware of a pupil's personal space
- Taking a pupil away from an 'audience' – speaking to them on their own rather than in front of a group of other pupils or staff
- Using empathy – asking the pupil to help you understand their feelings
- Distraction techniques
- Offering a calm space for the pupil to go to so they can self-regulate
- Verbal warnings – calmly reminding the pupil of the consequences of their behaviour

9. Deciding when the use of restrictive interventions is appropriate

9.1 Necessity and proportionality

The decision on whether to use restrictive interventions is down to the professional judgment of the staff member and will always depend on the individual circumstances of each situation.

Staff should always consider whether there are other ways to manage the situation, such as the de-escalation and distraction techniques outlined in section 8.1 of this policy and/or seeking assistance from a colleague. However, there may be times when staff have no other choice but to use restrictive interventions, to reduce the risk of harm to the pupil and/or others.

When assessing whether a restrictive intervention is required, staff should always consider:

Is it necessary?
Are there other more effective, less restrictive ways to manage the situation?
Is a restrictive intervention likely to successfully reduce the risks, or could its use escalate the situation further or cause more harm than the behaviour itself?

Is it proportionate?
Staff should use the least amount of force or the least restrictive intervention for the least amount of time required to reduce the risks
If the intervention itself is escalating the situation, staff should reconsider their approach and attempt an alternative strategy
Staff should consider the individual circumstances of the pupil, such as their age, size and any medical conditions, SEND or other vulnerabilities

9.2 Pupil and staff welfare

Pupil welfare

The most important consideration when using a restrictive intervention is the safety and wellbeing of the pupil involved, as well as the safety of other pupils and staff. Staff should always consider the potential impact on the pupil's welfare balanced against any actions taken. For example, staff should bear in mind that pupils who have experienced adverse life events, trauma or neglect, or who have diagnosed or undiagnosed medical conditions or sensory impairments, communication difficulties or other needs, may find the use of restrictive interventions particularly distressing.
If a restrictive intervention is needed, staff should always aim to maintain respect for a pupil's dignity. This includes consideration of the location and environment where any intervention is used, such as in front of their peers.
Staff should, wherever possible, clearly and calmly communicate to the pupil what is happening, why, and what the pupil needs to do, including using verbal and non-verbal strategies where needed, and giving time for the pupil to process information and respond where appropriate.
Staff should seek to understand how the pupil is feeling and use this information to determine whether the restrictive intervention should be, or continue to be, applied, reduced or stopped.

Support following an incident
As soon as possible after any use of restrictive intervention, our school will evaluate the incident to understand why restrictive intervention was used, the impact on pupils and staff, any patterns and trends, and how another incident could be avoided in the future.
Our school will make sure each pupil and staff member involved get the right support, including a medical assessment and treatment if needed, and an opportunity to reflect on and talk through the incident.
This follow-up conversation(s) will be part of the overall debriefing process to understand what happened during the incident and why, based on separate reflections from all parties involved. Conversations should also aim to repair and rebuild relationships through dialogue.
Wherever possible, this process will be facilitated by a staff member who was not involved in the incident. It may also include the presence of an additional person to ensure impartiality and support. The school will continue to monitor pupil and staff wellbeing and provide additional support if needed.
Depending on the circumstances, support may also be offered to those who witnessed the incident.

10. Considerations for pupils with SEND

We understand that pupils with SEND may react to distressing or confusing situations by displaying behaviours which may be harmful to themselves and others. Pupils who have difficulty communicating verbally might show their needs and discomfort through their actions.
Our school is committed to understanding what might trigger challenging behaviour in pupils with SEND, and to providing the right support and an inclusive environment.
We will carry out risk assessments for pupils with SEND, where we identify that there is an increased likelihood of needing to use reasonable force and/or other restrictive interventions. Our school is aware of its duty under the Equality Act 2010 to make reasonable adjustments for pupils with disabilities to avoid disadvantage and ensure they can take part in school life as fully as possible.
We will utilise staff who know individual pupils well to help identify and manage risk, such as trigger points when challenging behaviour is more likely to occur, and develop proactive strategies to reduce the likelihood of restrictive interventions being used. We will also work with the pupil, their parents/carers and other professionals to develop prevention and de-escalation strategies.

These strategies might include:

- Removing stimuli that may be causing distress to the pupil
- Ensuring our school is communication friendly for all
- Staff members changing how they communicate with the pupil, such as being more mindful of body language, facial expressions and/or tone of voice
- Helping the pupil express their emotions before getting overwhelmed

- Engaging the pupil in activities to help them regulate their emotions e.g.; using zones of regulation
- Distracting the pupil with familiar objects or activities to redirect their attention

Where appropriate, we will create individual behaviour support plans for pupils with SEND. The plan will be reviewed regularly, and following any significant incident, with the pupil and parents/carers to make sure it's still working well. The plan will:

- Outline any adjustments, such as to address aspects of the school environment which the pupil finds challenging
- Explain the best ways to communicate with the pupil
- In some cases, specify when increased physical contact with staff might be appropriate. These situations will be discussed with everyone involved and clearly written down in the plan

11. Training and risk assessments

Our school will make sure that all staff who are likely to need to use reasonable force and/or other restrictive interventions are adequately trained in their safe and lawful use and in preventative strategies. We also have a duty to ensure the health, safety and welfare of our staff. Therefore, we carry out risk assessments to ensure that staff who regularly work alongside pupils where the use of reasonable force and/or other restrictive interventions may be required can do so as safely as possible.

12. Recording and reporting arrangements

We have a legal duty to record and report all:

- Significant incidents involving force (see section 3 of this policy for a definition of 'significant incident')
- Seclusion incidents
- Restraint incidents

12.1 Recording incidents

Our school has a clear process in place for recording the incidents listed above.

Staff must record incidents in writing using the form in appendix 1, as soon as possible after the event, and on the same day. Staff should do this even if the use of restrictive interventions is agreed as part of a pupil's behaviour support plan.

For significant incidents involving force, we will record:

- The names of the pupil and staff members directly involved
- Any relevant needs or circumstances of the pupil, including whether they have an identified special educational need or disability, and their SEN status code
- The time, date, location and approximate duration of the intervention
- A clear and brief description of what happened, including:
- What led up to the incident
- Any known or potential triggers for the behaviour
- Any preventative or de-escalation strategies used
- The type and degree of reasonable force used
- Details of any physical injuries sustained, if applicable
- A brief explanation of why using force was assessed as necessary in that situation
- Details of any support given after the incident, such as medical help or emotional support

For seclusion incidents and restraint incidents, we will record:

- The names of the pupil and staff members directly involved
- Any relevant needs or circumstances of the pupil, including whether they have an identified special educational need or disability, and their SEN status code
- The time, date, location and approximate duration of the intervention
- A brief explanation of why the intervention was assessed as necessary in that situation
- Details of any physical injuries sustained, if applicable
- Details of any support given after the incident, such as medical help or emotional support

Note: if a seclusion or restraint incident also constitutes a significant incident involving force, we will record it in line with our procedure for recording significant incidents involving force. It does not need to be recorded twice.

Completed reports will be kept securely on CPOMS and retained in line with our data protection procedures.

12.2 Reporting incidents to parents/carers

When reporting an incident to parents/carers, we will take the following steps:

We will inform parents/carers about an incident as soon as we can after it happens and on the same day. We will do this even if the use of restrictive interventions is agreed as part of a pupil's behaviour support plan.

There are 2 exceptions to this:

If a member of staff thinks that telling the pupil's parents/carers would likely result in significant harm to that pupil. In these cases, we will report the incident to any parent(s)/carer(s) who it can be reported to without resulting in significant harm or, if there are none, to the local authority where the pupil ordinarily resides (see section 12.3 of this policy)

When we report significant incidents involving force to parents/carers, we will include the following details:

- The time, date, location and approximate duration of the intervention
- A brief explanation of why the intervention was assessed as necessary in that situation
- A short description of the type and degree of force that was used
- Details of any physical injuries sustained, if applicable

When we report seclusion incidents and restraint incidents to parents/carers, we will provide parents/carers with a copy of our written record of the incident.

Note: if a seclusion or restraint incident also constitutes a significant incident involving force, we will report it in line with our procedure for reporting significant incidents involving force. It does not need to be reported twice.

When reporting to parents/carers, we will have regard to data protection requirements when deciding what information to share. For example, we will not include any identifying details of any other pupil.

Following up with parents/carers after an incident

We will invite parents/carers to have a follow-up discussion about the incident, where appropriate, to consider:

- Any behavioural triggers or warning signs of an impending incident

- Whether any agreed behaviour support plans were followed
- What de-escalation strategies were used and how effective they were
- What might be done differently in the future

12.3 Reporting incidents to the local authority
In cases where we have assessed that an incident needs to be reported to the local authority where the pupil ordinarily resides (as outlined in section 12.2), this report will include all the information that we would normally share with the pupil's parents/carers, as well as the reasons why we thought it was unsafe to tell the pupil's parents/carers directly.

In cases where a pupil has parents/carers and is the subject of a care order under section 31 of the Children Act 1989 or is being accommodated under section 20 of the Children Act 1989, we will report the incident to the relevant local authority in addition to the parents/carers (unless we deem it unsafe to inform the parents/carers, as set out in section 12.2 of this policy).

13. Complaints and allegations

Any complaints about the use of restrictive interventions will be handled through our school's complaints policy, which you can find on the school website.
We take any allegation of inappropriate use of force and/or other restrictive interventions made against a member of staff very seriously. We will deal with allegations in line with the statutory safeguarding guidance Keeping Children Safe in Education.

14. Monitoring and review

This policy will be reviewed annually by the Executive Headteacher.

At every review, this policy will be approved by the full governing board.

15. Links with other policies

This policy links to the following policies and procedures:
- Behaviour policy
- Child protection and safeguarding policy
- Complaints policy
- Health and safety policy
- SEND policy

Appendix 1

Restrictive intervention report

This form should be filled in by the member of staff who used a restrictive intervention on a pupil (force, seclusion, restraint, or a combination of any of these).

You should record the incident by filling out this form as soon as possible after the event**, no later than the same day**. The form should then be uploaded to CPOMS and the Lead DSL alerted.

Staff: please read the accompanying staff guide to support you with completing this form. Don't hesitate to ask for support if you need it, from your DSL. The yellow highlighted areas are examples and should be deleted to enter your report details.

Staff, pupil and incident details

STAFF DETAILS	
Name of the member of staff who used a restrictive intervention, and who is writing this report	
Role of the member of staff who used a restrictive intervention, and who is writing this report	E.g. teacher
Names and roles of any other staff involved	E.g. Sarah Matthews (assistant headteacher) was present

PUPIL DETAILS	
Name of pupil who a restrictive intervention was used on	
Names of any other pupils directly involved	
Any needs or circumstances of the pupil, e.g. if the pupil has SEND	E.g. pupil has moderate learning difficulties
The pupil's SEN code, if they have SEN (ask your SENCO if you're not sure)	E.g. E – EHCP

INCIDENT DETAILS	
Date of incident	
Time of incident	

INCIDENT DETAILS	
Location of incident	E.g. secluded in headteacher's office, force used in classroom
Approximate duration of the intervention	E.g. 5 minutes
Restrictive intervention(s) used	E.g. reasonable force, seclusion or restraint
If reasonable force was used: • What type of reasonable force was applied • The degree of force	E.g. lifted the pupil in a 'cradle hold', holding them firmly so they wouldn't kick or hit themselves or myself
Were there any physical injuries to pupil and/or staff member(s)?	YES/NO (If yes, make sure any injuries are also recorded as set out in your school's health and safety policy and reported to the Health and Safety Executive where required)
Details of any physical injuries (if applicable)	E.g. red mark on wrist, scratch on left cheek
Any support provided after the incident, including any medical treatment for injuries to pupil and/or staff member(s)?	E.g. pupil seen by first aider, ice pack applied

Incident account

This should be a **brief account** of:

- **What** happened
- **Why** you assessed that it was necessary to use the intervention you used

You should include:

- What led up to the incident
- Any potential or identified triggers
- Any preventative or de-escalation strategies you used

WHAT HAPPENED
Example report: *At lunchtime, I was on duty in the canteen. At one point, I started to hear some loud shouting. I then saw Nathaniel punch Jake in the stomach quite hard. Nathaniel's friends, Jeremiah Santos and Nancy Jacobs, then started to hold him back to stop him, but he pushed them away. Jake then tried to retaliate and punch Nathaniel, but he missed and Nathaniel pushed him to the floor.* *At this point, Mr Lewis had already shouted 3 times for Nathaniel and Jake to stop, but they were ignoring him and kept fighting. Mr Lewis then approached Nathaniel and held him forcefully by the shoulders and pulled him off Jake. Mr Lewis then guided Nathaniel away by the arm and took him out into the corridor.* *Mr Lewis used reasonable force for around 4 minutes when he held Nathaniel to take him away from Jake and when he guided him away from the incident. I helped Jake up from the floor by the hand and guided him by the arm into the playground, using reasonable force for around 3 minutes. I gave Jake a few minutes to calm down and then we went to the school office to find a first aider. Jake was given an ice pack for his back.*

WHY I ASSESSED THAT IT WAS NECESSARY TO USE THE INTERVENTION I USED (IF NOT COVERED ABOVE)
Example: *I assessed that it was necessary to use the intervention because there was a risk of physical harm to pupils. Both pupils were highly dysregulated and were ignoring repeated verbal instructions to stop. I also felt the situation could quickly escalate and increase the risk of physical harm.* *There was a clear risk of injury to Jake, Nathaniel, and other pupils nearby, and the situation was not resolving without physical intervention. The reasonable force used was necessary to separate the pupils, stop the fighting, and move them to a safer location so the incident could be brought under control.* *I also feel that the force used was proportionate to the situation: it was only used while the pupils were dysregulated and there was an immediate risk of harm. Once the pupil had calmed down, I immediately stopped the use of force.*

I confirm that the information above is accurate to the best of my knowledge.

Signed: _____ Date: _____

Parents informed:

By (staff name):	Date and time:	Method of contact:

Report uploaded to CPOMS ☐

Appendix 2

How to internally record a restrictive intervention – staff guide

If you've used force, seclusion or restraint on a pupil, use this guide to support you with writing an internal record to store in your school's system.

What you need to do

- Complete the internal record of restrictive intervention form **on the same day** (this can be found as an appendix to the restrictive intervention policy and as a separate form in Teams/Staff policies)
- Share it with your school DSL and the Lead DSL (Executive Headteacher)
- Make sure a summary report is shared with the pupil's parents, **on the same day** (refer to school DSL and Lead DSL. When reporting to parents, keep in mind data protection and don't disclose identifying details of any other pupils involved)
- Make sure a copy of the completed internal record is saved and logged in the appropriate place, as set out in our policy (upload to CPOMS as a new incident and attach a PDF copy of the completed form)

How many internal records?

- You should complete 1 internal written record per pupil, per incident
    - If restrictive interventions were used on more than 1 pupil, you should complete a separate internal record for each pupil
    - If more than 1 intervention was used during the same incident (e.g. force and seclusion) you don't need to complete separate records for each intervention: you should cover everything in 1 record
- If more than 1 member of staff was involved, each member of staff should complete an internal record

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What to include

- If you complete all the necessary boxes in the internal record of restrictive intervention form, you've covered everything you need to include
- If there's anything you're not sure about or don't know how to complete, talk to your school DSL or the Lead DSL

How to write an account of the incident

This should be a brief account of:

- What happened
- Why you assessed that it was necessary to use the intervention you used

Your account should be:

- Honest: write what you remember, exactly as you remember it
- Factual: describe what happened, in plain language
- Neutral: try to avoid blame, judgement or emotive language
- Clear and specific: use clear actions (e.g. punched, pushed, held, guided)

You should include:

- What led up to the incident (e.g. anything relevant that happened beforehand)
- Any potential or identified triggers (if known)
- Any preventative or de-escalation strategies you or any other members of staff used (e.g. what you said/did to de-escalate the situation or prevent harm)

You should include why you assessed that the intervention was necessary. In most cases this might include:

- The immediate risk of harm to the pupil themselves and/or others (e.g. the pupil was dysregulated and had already hurt another pupil)
- What you tried first, to de-escalate the situation (e.g. verbal instructions, sanctions or giving space)
- Why you judged that the intervention you used was:
- Necessary (e.g. the situation was escalating or not resolving)
- Proportionate (e.g. it was the least restrictive option available to you, used for the shortest time required, and you stopped once the risk of harm was reduced)

You can find an example of an incident account, including an explanation of why it was assessed as necessary, in the internal record of restrictive intervention form.

Further support and sources

- We understand that incidents involving restrictive interventions can often be distressing and have an impact on all involved. We aim to always have a follow-up conversation with all staff involved in these incidents, to reflect on what happened and see how you're doing
- **We're here to support you.** If you're feeling upset, worried or unsure about anything, please come and talk to your school DSL or the Lead DSL, or any other member of SLT
- You can also call Education Support on **08000 562 561** or Samaritans on **116 123**

This guide is based on recording and reporting requirements set out in the DfE's guidance for restrictive interventions, including the use of reasonable force in schools