



Broomhall Nursery School

Positive Handling Policy and Procedures

October 2017

BROOMHALL NURSERY SCHOOL

POSITIVE HANDLING POLICY AND PROCEDURES

ETHOS

- At Broomhall Nursery School we believe that children flourish and learn in an environment where they are expected to behave well. All children should have the opportunity to learn and develop without fear of being hurt or unfairly restricted by anyone else.
- All staff recognise that very young children need guidance from adults and will make mistakes which may involve hurting others/damaging property. We aim to manage such incidents through our behaviour policy and to reserve physical intervention for only the most extreme cases where we need to protect children from harm.
- We recognise the immense contribution made by parents to children's education and development. We believe that a strong partnership between parents and nursery staff is essential if we are to help children learn to develop good personal and social skills. This policy is supported by strong informal links with parents that enable us to quickly address any issues concerning a child's negative behaviour.
- Physical intervention can only be used:
 1. to prevent personal injury to the child, other children or an adult,
 2. to prevent serious damage to property,
 3. in what would reasonably be regarded as exceptional circumstances.

AIM OF THE POLICY/PROCEDURES

- To ensure that all children at Broomhall are cared for in a safe and caring environment.
- To ensure that the behaviour of children is managed effectively in a manner appropriate for their stage of development/individual needs without inappropriate physical intervention.
- To ensure that children are protected and aided in a situation where they may harm other children or adults, or seriously damage property.
- To provide clear guidance for members of staff regarding physical intervention as a means of managing behaviour.
- To ensure that no member of staff or volunteer uses any form of punishment as a means of managing behaviour.

WHAT IS PHYSICAL RESTRAINT?

Restraint occurs whenever a member of staff uses intentional force to restrict a child's movements against his/her will. This may involve moving the child by physical means.

Partial restraint (restricting and preventing particular movements) may involve:

- Physically moving a child where there is a risk of a violent incident or accident and where the child has not responded to a reasonable verbal request. (Leading by the hand, ushering by placing a hand on the child's back to guide them.)
- Passive physical contact resulting from standing between children or blocking a child's path.

- Holding children to restrict their movements.
- Retaining a child in a quiet area to prevent individuals/property being damaged.

Total restraint is where children are held in such a way which prevents them from moving. This is an extreme form of restraint and would be used only when an action was thought to be a serious risk to the child or to the other children.

AVOIDING THE NEED FOR PHYSICAL INTERVENTION

Physical intervention must only be used when every other approach has been tried. Staff must not overreact to situations.

At Broomhall Nursery School we try to avoid the need for physical intervention by:

- Creating a calm caring environment where children can feel safe and not threatened.
- By developing strong staff/child relationships so that adults know children well and will recognise and diffuse problem situations before they escalate.
- By helping children who have temporarily lost their self-control to resume nursery activities as quickly and as positively as possible.

HOW IS THE PHYSICAL RESTRAINT POLICY PUT INTO PRACTICE?

How the policy is put into practice depends on the individual child and the circumstances. In the event of a child displaying negative/unacceptable behaviour then, depending on the age/understanding of the child the behaviour may be discussed and an alternative solution suggested for next time (e.g. seek adult help if someone upsets you) the member of staff will find a positive way for the child to re enter nursery activities. The incident will always be treated as a surprising “one off” and children will always be made to feel that staff expect them to behave well. Where appropriate, children will be encouraged to rebuild relationships with other children.

Recording the incident

Staff should report any incident to the Head teacher/Manager. Details of the incident will be recorded if:

- The incident caused injury of distress to any child or member of staff.
- The incident is serious or involves the use of a restrictive hold (even though there may be no apparent injury/distress).
- If a written record is necessary to justify the physical intervention – if the judgement is finely balanced.
- If a record is needed to help analyse patterns of behaviour or staff training needs.
- A parent will be informed of the incident on the same day.

The record of the incident will include:

- How the incident began and progressed, including a description of the child’s behaviour and what was said.
- The steps taken to calm the situation.
- The type of restraint used and for how long.
- The child’s response and outcome of the incident.

- Injuries sustained by the child, another child, member of staff and any damage to property.

REPORTING TO PARENT/PARENTAL PARTNERSHIP

We ask parents to sign the incident form to indicate that they have been informed. We would also discuss the incident verbally with parents, to give them an opportunity to ask questions, and to discuss the best way for nursery/home to avoid further incidents. Details of other children involved (names etc) are not discussed with parents. The copies are kept in the incident file.

COMPLAINTS

In the event of a complaint arising out of an incident requiring physical interventions, the complaint would be managed using our Complaints Policy/Procedures and, if necessary, our Procedures for dealing with allegations against a member of staff.

SUPPORT FROM OUTSIDE AGENCIES

In some cases, help from outside services may be sought if there is a concern that a child's behaviour may be a significant problem. The manager and staff member responsible for behaviour management are responsible for this.

SPECIAL EDUCATIONAL NEEDS

Some children may have SEN and/or a disability that is associated with extreme behaviour. These children may be at a greater risk of needing physical intervention, and a 'positive handling plan' should be discussed and agreed with parents on admission to playgroup. This will set out techniques that should and shouldn't be used. The plan should be compatible with the child's SEN statement and kept with his/her records. Adequate training from health professionals should be given to staff where necessary.

FRAGILE CHILDREN

Children may have conditions which make them 'fragile' and they should not be restrained e.g. haemophilia, brittle bone syndrome or epilepsy, or if they have a dependence on equipment such as wheel chairs, breathing or feeding tubes.

INCIDENT REVIEW

The Headteacher, SENCO and the Chair of Governors regularly review the incident file. Any need for physical intervention is analysed and way to avoid further incidents considered. Training needs for staff are considered in this review.

POLICY REVIEW

The policy must be reviewed annually.

REPORT ON INCIDENT REQUIRING RESTRAINT

DATE & TIME OF INCIDENT: _____

FULL NAME OF CHILD: _____

D.O.B. _____

TRIGGER TO BEHAVIOUR: _____

DESCRIPTION OF INCIDENT: _____

LOCATION OF INCIDENT: _____

NAME(S) OF OTHER PEOPLE PRESENT: _____

ACTION TAKEN: _____

DESCRIPTION OF OUTCOME: _____

NAMES OF INJURED PEOPLE (If any) _____

INJURY SUSTAINED (If any) _____

DAMAGE TO PROPERTY (If any) _____

SIGNED (Person dealing with incident) _____

NAME (Print): _____

POSITION: _____ TIME & DATE OF REPORT: _____

HEADTEACHER SIGNATURE: _____

PARENT / CARER SIGNATURE: _____

DATE PARENT/CARER PROVIDED WITH REPORT _____