

# **THRIFTWOOD**



## **Promoting Behaviour for Learning**

**Including the Use of Reasonable Force**

**January 2022**

## STATEMENT OF PURPOSE

This Policy is used in conjunction with: -

- Child Protection Policy
- Anti-Bullying Policy
- Staff Code of Conduct Policy

At Thriftwood we have high expectations of behaviour and personal achievement for all of our students. This is established by providing a caring and stimulating environment. Students are encouraged to be independent, develop self-control and show respect for others. The use of rewards and sanctions is an integral part of successful student management and is both consistent and fair, to meet individual needs. We believe that good behaviour promotes effective learning. Staff, parents and students themselves are essential in ensuring that this is understood and maintained.

## THRIFTWOOD VALUES

At Thriftwood we believe in the importance of relationships, ensuring children feel valued, safe and secure, providing a sense of connection with a member of staff and a belonging to the whole school community. Our school reflects the values of the Essex Approach to understanding behaviour and supporting emotional wellbeing known as Trauma Perceptive Practice (TPP)

- Compassion and Kindness
- Hope
- Connection and Belonging

We endeavour to make sure that at our academy these values run through all the academy policies and practice.

## THRIFTWOOD ETHOS

It is a core aim of Thriftwood that every member of the academy community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. This Promoting Behaviour for Learning policy is therefore designed to support the way in which all members of the academy can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure and able to learn.

We value each individual child and work with families, the community and beyond to offer diverse experiences and support for students and families in a caring and safe environment. We develop children to be confident, life-long learners and compassionate, respectful members of their community and the world. We always prioritise the safety of our students and staff. Everything we do in school and college is underpinned by our safeguarding procedures.

Strong relationships between staff and students are vital. Our staff are fair and consistent with students (considering individual needs) enabling students to feel safe. Equally, our staff are approachable and there to help (not only there to discipline) and we help our children to understand this. It is also recognised that for some children and young people, variance on these processes will be made in order to meet any specific social, emotional, learning or other needs which require a personalised approach

## A RELATIONAL BEHAVIOUR MODEL

At Thriftwood we adopt and use the relational behaviour model which is the approach from TPP. The following table explains how it is applied

Behaviour is something to	interpret
Children and young people	are prone to make mistakes and are highly responsive to the environment and the context
Behaviour management is predominantly through	relationships
Children who don't manage should be	understood and included
Boundaries and limits are to	keep everyone safe and to meet everyone's needs
Rules should be	developed together and adapted where needed
Consequences are	only used within a process of restore and repair
'Inappropriate' behaviour is	a sign of unmet need, stress (difficulty in coping), lack of understanding and skills
The causes of the difficulties are	mostly in the environment and within the context of relationships
The solutions lie in	understanding what the behaviour tells us about the child and their need
Practice and policy effectiveness is measured by	wellbeing and the capacity to adapt and make reasonable adjustments to meet the needs

## ROLES OF STUDENTS AND STAFF

### The role of the student

There is a clear expectation that pupils should uphold expectations for behaviour by:

- Co-operating with and helping others
- Preparing themselves for learning
- Accepting responsibility for their actions
- Seeking ways of improving themselves (personal achievement)
- Contributing to the positive life of the academy (community excellence)

Students are encouraged to take responsibility for their own actions and participate in repair and restore sessions with both staff and peers.

### The role of the Learning Mentor / Learning Support Assistant

Support staff are responsible for the welfare of the students in collaboration with the teaching staff. They will help to communicate and manage individual strategies and take part in individual or group discussion time, as well as record incidents and observations. They will help to prepare students for their day and review achievement and progress during the course of the day.

## **The role of the class teacher/form tutor/phase leader**

The teacher works in partnership with the support staff in order to support the needs of the students in the classroom and create a calm and comfortable environment conducive to learning. Each teacher has charge of the overall management of the class and classroom, the daily routine, the structure and organisation of lessons and activities as well as curriculum content and delivery. The form tutor is the first point of contact for any issues with behaviour or wellbeing and will liaise with the phase leader and parents/carers as required.

## **The Pastoral Team**

If strategies at class or phase level are proving unsuccessful and extra support is needed, the pastoral team may be consulted for extra support and interventions. The pastoral team hold monthly meetings with phase leaders to review the wellbeing and progress of all students. At this meeting students are ragged (red, amber, green) according to the level of concern and students requiring extra support and intervention are identified. The pastoral team will then liaise to arrange these interventions.

## **The role of the Senior Leadership Team**

The SLT ensures staff have timely and regular training to support them with student development, behaviour and wellbeing. The SLT seeks additional resources, which could include alternative provision or staffing arrangements in order to help manage challenging behaviour. The SEAX Trust wellbeing policy provides guidance for the SLT in supporting staff's health and wellbeing, in order to respond to our students appropriately and effectively.

## **All staff**

- Are responsible for supporting the safety and other needs of children across the school. Where a student is seen to be having difficulties, they should be treated with respect and understanding
- Always endeavour to have private discussions with students in order to help support any issues that are arising
- Use the key principles outlined in this policy to support the needs of all our students
- Take responsibility for their own personal safety and wellbeing
- Contribute actively to risk assessment, and be familiar with policies, guidelines, control measures, instructions and reporting procedures
- Participate positively in appropriate training.
- Follow the principle of '**connection before correction**'

## **MANAGING BEHAVIOUR**

At our school and college we believe that understanding what the behaviour is communicating to us is the first part for planning a response.

In order to promote positive behaviours, it is expected that in each part of the school / college there will be:

- Effective presence/supervision/time keeping of all staff

- Consistent application of rules
- Supportive yet firm approach/style
- Focused attention
- High expectation
- Effective match of curriculum to the individual
- Effective use of positive attitudes and rewards
- Team responsibility
- Good organisation of space/resources/timetable
- Appropriate forms of communication – including visual means of support.

Thriftwood staff are trained on a yearly basis in supporting good behaviour for learning in our school. Training involves:

- Trauma Perceptive Practice
- Person centred practice
- The use of positive behaviour strategies
- De-escalation
- The use of reasonable force and handling
- The use of time out

## HANDLING STUDENTS AND THE NEED FOR REASONABLE FORCE

At Thriftwood we believe that it is every individual's right to be educated and work in a safe and secure environment. Therefore, at times, it is necessary to carry out the handling of students and the use of reasonable force.

As part of our Behaviour for Learning Policy, all staff at Thriftwood are aware of the regulations regarding the handling of students, when incidents occur. Thriftwood follows the guidance set out in these documents:

<https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

<https://schools.essex.gov.uk/pupils/Safeguarding/Documents/Understanding%20and%20Supporting%20Behaviour%20-%20Safe%20Practice%20for%20Schools%20-%20Autumn%202021.pdf>

The Equality and Human Rights Commission (EHRC) 'Human Rights Framework for Restraint' (2019) sets out key principles within the Human Rights Act in relation to restraint in order to 'protect and respect the safety and dignity of people being restrained as well as those around them, including staff'.

The EHRC defines restraint as 'an act carried out with the purpose of restricting an individual's movement, liberty and / or freedom to act independently'. Keeping Children Safe in Education (DfE, 2021) states: "When using reasonable force in response to risks presented by incidents involving children with SEN or disabilities or with medical conditions, schools and colleges should in considering the risks carefully recognise the additional vulnerability of these groups. They should

also consider their duties under the Equality Act 2010 in relation to making reasonable adjustments, non-discrimination and their Public Sector Equality Duty. By planning positive and proactive behaviour support, for instance through drawing up individual behaviour plans for more vulnerable children, and agreeing them with parents and carers, schools and colleges can reduce the occurrence of challenging behaviour and the need to use reasonable force”.

The Education Act 1996 forbids corporal punishment, but allows all teachers to use reasonable force to prevent a pupil from:

- committing a criminal offence
- injuring themselves or others
- damaging property
- acting in a way that is counter to maintaining good order and discipline at the school

There is no legal definition of when it is reasonable to use force. That will always depend on the precise circumstances of individual cases. To be judged lawful, the force used would need to be in proportion to the consequences it is intended to prevent. The degree of force used should always be the minimum needed to achieve the desired result.

## **INCIDENT MANAGEMENT AND MINIMISING THE NEED TO USE FORCE**

All incidents of the nature described above are dealt with consistently by staff as follows:

- Assess situation and degree of risk. Decide on course of action:
  - a) talk down procedure, or
  - b) passive handling with a second adult present
- Prevent student from carrying out the actions as stated in the above guidance by employing handling techniques. This means that the only force used, is to safely control movement. Often this means each adult taking a safe hold on the wrist and upper arm and guiding to a seated position, in extreme cases this may involve safely manoeuvring a pupil to the floor or a safe location.
- While the handling is being carried out, talk down procedure is employed to de-escalate the pupil's behaviour.
- When the student is sufficiently calm, they will be released.
- The incident will then be recorded on an incident sheet by all those present. Opportunities for talking through the incident will be available for all participants.
- Action regarding discipline will then be decided upon.
- Risk management plan drawn up in conjunction with parents.

## **PROPORTIONATE RESPONSE**

‘Proportionate Response’ is understood by staff. This ensures that any physical interventions are proportionate to the situation. This is monitored via incident reports by the Leadership Team. Staff are aware of the process they need to follow when deciding to use force.

## **AUTHORISATION TO USE HANDLING**

The Headteacher permanently authorises all staff to use low level, non-restrictive handling strategies such as:

- Guiding – the use of the flat of the hand in the small of the pupil’s back giving directions.
- Shepherding – the use of non-verbal signals and guiding body
- Supporting pupils needing help i.e. for pupils with stability problems, helping them up to and down from levels.
- Blocking – standing in the way of pupils in certain circumstances.

(Students and visitors to the school are not authorised to discharge handling procedures).

The Headteacher authorises all staff to use the following strategies when the pupil contravenes the guidelines given in Section 93 of the Education and Inspections Act 2006.

- Holding:
  - a pupil’s hand for safety or prevention from running away.
  - a pupil safely to remove them or move them.
- Confining:
  - in circumstances where pupils are aggressive or attempting to run away and may be confined in a secure space or doors blocked preventing escape or to minimize the impact on other pupils.
  - shoes may be removed for staff and pupil safety.

## SECLUSION

The school and college recognise that seclusion is a form of physical intervention. The use of ‘time out’ in a designated area is used in conjunction with this policy. Students demonstrating violent behaviours may be taken to ‘time out’ where they will not need to be restrained.

The Headteacher authorises the Leadership Team and other trained staff to carry out acts of restraint.

- Restraint - students in extreme cases, where they may injure themselves or others including staff may be held in a safe restraint. This will be done only to prevent harm to the student, other students or staff and to move to a safe location.
- Staff are aware of safe holds when dealing with a highly challenging situation

## COMMUNICATING WITH STUDENTS

Students will be given a commentary and warnings about the handling that is taking place. All incidents will be recorded using the academy’s Incident Report sheets/Arbor.

Deciding to use force will result from making a judgment that:

- no other means would have the desired outcome
- the seriousness of the incident
- the relative risks of using force rather than not using force

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## STAFF TRAINING

All staff will be given appropriate in-house training in the application of the Policy once a year. New staff will be inducted with the policy and will be given a mentor to support them in carrying out its contents.

The Local Academy Committee will be informed and kept up to date with developments in this policy.

All staff have had training in Trauma Perceptive Practice which allows us to understand behaviour and support emotional wellbeing. This is fundamentally grounded in the following values:

Compassion and Kindness  
Hope  
Connection and Belonging

These values are vitally important for us all and equally apply to the adults at Thriftwood and to the wider school community. Becoming Trauma Perceptive encourages us all to think and act more boldly, through our values, policies and practice. This is vital in helping us to understand how to effectively support children and young people in our schools and beyond, whilst enabling us to create safe places where all can flourish, become resilient and learn.

## **PLANNED USE OF PHYSICAL INTERVENTIONS**

Students who present with persistent challenging behaviours will be subject to risk assessments and Physical Intervention Plans. In agreement with families, strategies for use on a regular basis may be required.

## **COMPLAINTS AND ALLEGATIONS**

Incidents will be recorded using the Incident Sheets at the school site and Arbor at the college site. The first-time restraint is used, parents will be informed and we will develop a Risk Management Plan in conjunction with them.

Complaints with regard to the use of handling should be directed to the Headteacher or the Local Academy Committee. Guidance may also be sought from the Children's Safeguarding Board <https://www.escb.co.uk/>

## **MONITORING AND REVIEW**

The Policies for Pupil Care will be reviewed annually and training needs will be identified and planned for.

The Headteacher and Leadership Team will monitor the use of physical interventions and the impact of the Policies. The Executive Committee Group will monitor the Use of Force termly.

## **EXECUTIVE SUMMARY**

All school/college staff members have a legal power to use reasonable force to prevent students committing a criminal offence, injuring themselves or others or damaging property, and to maintain

good order and discipline.

Staff members can sometimes be worried that using force will lead to false allegations of unreasonable or unlawful conduct in the form of a complaint or legal action. But if the force used is reasonable all staff will have a robust defence against any accusations. This guidance is intended to help staff feel more confident about using force when they think it is right and necessary.

Whether the force used is reasonable will always depend on the particular circumstances of the case and the test is whether the force used is proportionate to the consequences it is intended to prevent. This means the degree of force used should be the minimum needed to achieve the desired result.

In schools, force is generally used for two different purposes – to control students and to restrain them.

- Control can mean either passive physical contact (e.g. standing between students or blocking a student's path) or active physical contact (e.g. leading a student by the hand or arm, or ushering a student away by placing a hand in the centre of the back).
- When members of staff use "restraint" they physically prevent a student from continuing what they were doing after they have been told to stop. The use of restraint techniques is usually used in more extreme circumstances, such as when two students are involved in a fight and physical intervention is needed to separate them.

Some examples of situation where reasonable force might be used are:

- to prevent a student from attacking a member of staff, or another student, or to stop a fight between two or more students;
- to prevent a student causing deliberate damage to property;
- to prevent a student causing injury or damage by accident, by rough play, or by misuse of dangerous materials or object;
- to ensure that a student leaves a classroom where the student persistently refuses to follow an instruction to do so;
- to prevent a student behaving in a way that seriously disrupts a lesson; or
- to prevent a student behaving in a way that seriously disrupts a school sporting event or school visit.
- To prevent a student causing physical harm to themselves.

## SCREENING AND SEARCHING STUDENTS

At our school we are all aware that there are two sets of legal provisions which enable school staff to confiscate items from students:

'The general power to discipline' and the 'Power to search without consent'; from the 'Behaviour and discipline in Schools - Advice for headteachers and school staff' (January 2016)

[Behaviour and Discipline in Schools - A guide for headteachers and school staff final draft.docx \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/514443/behaviour-and-discipline-in-schools-a-guide-for-headteachers-and-school-staff-final-draft.docx)

From this guidance our staff understand that they may confiscate items that are of high value, deemed

inappropriate and are against the school policies or are causing concern. Where a specific policy about the item does not exist, the teacher should use their discretion about whether the item is returned to the child or to their parent/guardian. Items returned to the child should usually be returned no later than the end of that school day. If the item needs collecting by a parent/guardian, the teacher should ensure that the parent/guardian is made aware that an item has been confiscated – either through the child or via text/phone call. Where the item is of high value or deemed inappropriate, contact should be made directly with the parent/guardian.

Staff do have the power to search without consent for “prohibited items” including:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images

any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and any item banned by the school rules which has been identified in the rules as an item which may be searched for. The legislation DfE sets out what must be done with prohibited items found as a result of a search.

## RISK MANAGEMENT PLAN

Students identified with specific behavioural needs have a Risk Management Plan in place (see Appendix). This document details the behaviour causing concern, primary indicators and strategies that need to be implemented to ensure the student is safe and their behaviour supported effectively. The Plan is shared with parents and reviewed regularly.

## HOME SCHOOL LIAISON

As part of the student support structure, the Pastoral and Family Engagement Manager works specifically with children and their parents and carers ensuring that communication between home and school is effective and supportive. Their activities may include:

- Supporting parents with issues at home
- Acting as mediator between students, parents and carers
- Working in partnership with other agencies
- Supporting students with behaviour in school
- Supporting students one-to-one with home/school issues

## THRIFTWOOD VALUES

Thriftwood School and College have a code that is promoted and helps to contribute to the positive ethos throughout the academy. College have an adapted version that reflects the students increasing age and maturity level. These codes are constantly referred to and we expect our students and staff to demonstrate them.

School 'Thriftwood Code'	College 'ENRICH'
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<ul style="list-style-type: none"> <li>• Show Respect</li> <li>• Be Kind</li> <li>• Listen well</li> <li>• Work hard</li> <li>• Tell the truth</li> <li>• Take care of property</li> <li>• Be friendly</li> </ul>	<ul style="list-style-type: none"> <li>• Enterprise</li> <li>• Nurture</li> <li>• Respect</li> <li>• Integrity</li> <li>• Compassion</li> <li>• Honesty</li> </ul>
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## REWARDS

Each part of the academy uses a variety of rewards which celebrate both academic and personal achievement. Celebration assemblies recognise the broad range of pupils' accomplishments. Rewards at college are different than at school to reflect the increasing age and maturity levels of the students and to prepare them for the workplace. Rewards may include:

School	College
<ul style="list-style-type: none"> <li>• Stars and Thrifts</li> <li>• Stickers</li> <li>• House points</li> <li>• Certificates</li> <li>• Trips Out</li> <li>• Golden Time/Free Time</li> <li>• Star of the Week</li> </ul>	<ul style="list-style-type: none"> <li>• Praise Postcards</li> <li>• Certificates</li> <li>• Special mentions in assemblies</li> <li>• Assigned responsibilities</li> <li>• Tutor Cup</li> </ul>

## THE HOUSE SYSTEM

The **school** is divided into houses

- Springfield
- Chelmer
- Hylands
- Baddow

The pupils will be rewarded with house points for good work, behaviour and citizenship. There are inter-house competitions and events throughout the year and a trophy is awarded for the house with the most points in the summer term.

The **college** does not operate a house system as we are preparing students to enter the workplace. However, a sense of community and working together is promoted through tutor group events and challenges.

## ASSEMBLIES

### School

During the week each department will present assemblies promoting the spiritual, moral, social and cultural curriculum. There will also be celebration assemblies and collective reflection time.

### College

Every Friday, the whole college comes together for an assembly. Throughout the year this is led by a variety of people including senior leadership, whole tutor groups/tutors, special guests. We use this time to explore spiritual, moral, social and cultural issues. Celebration of achievements is also an integral part of this time.

## SANCTIONS

Throughout the academy, setting high expectations for behaviour means that sanctions will be used in order to maintain the standards we set.

Sanctions used in school/college may include:

- Loss of parts/all of break times/lunch times
- Removal of pupils from peers
- Removal from own class to another class
- Time out
- Missing trips
- Reporting to parents
- Loss of privileges/golden time (at school)

Should behaviours be deemed to be more serious than not following the Thriftwood Code/ENRICH code then more formal sanctions will be used. These may include:

- Fixed term exclusions
- Permanent exclusions

To find guidance for Essex protocols regarding exclusion follow this link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/921405/20170831\\_Exclusion\\_Stat\\_guidance\\_Web\\_version.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921405/20170831_Exclusion_Stat_guidance_Web_version.pdf)

## PROCEDURES AND PRACTICE

Staff are aware of what constitutes unacceptable behaviour in our academy and will use the following procedure to ensure a consistent and well managed approach.

The procedure for managing behaviour is as follows:

### IN CLASS STRATEGIES

- Identify situation causing difficulty
- Warning systems / cards
- Tactical ignoring
- Distract/redirect
- Redeploy human resources
- Behaviour book /Arbor reporting at college
- Threat of external strategies
- Deferred consequences

### EXTERNAL STRATEGIES

- Behaviour book monitored by Head of Department at school/Arbor monitored by Phase Leaders at college
- Contact with parents
- Time out
- Call for a visit from Senior Leadership
- Removal of pupil from class

## INCIDENTS

Any more serious incidents occurring in school are recorded in the incident book and on Arbor. These incidents are recorded under the following circumstances:

- where an action has caused harm to another pupil or member of staff
- where any damage to property has been caused
- where any serious/disruption/verbal abuse has occurred
- where any student has been handled e.g. passively restrained, removed, guided, calmed

**School:** Incident sheets should be completed by the individual involved, the sheet is then passed to the School Lead. These sheets are also seen by the Pastoral Lead and Head of department. Any actions taken are recorded e.g. phone call home.

**College:** Incidents should be recorded on Arbor by the individual involved. The Phase Leaders monitor recorded incidents. The College Lead and Pastoral team also monitor the incidents. Any actions taken are recorded e.g. phone call home.

## PARENTAL INVOLVEMENT

Parents will be asked to support the academy policy for behaviour by:

- Promotion of the Thriftwood/ENRICH Code at home
  - Attending relevant meetings throughout the year
  - Communicating with staff appropriately through home school diaries, e-mail, phone
  - Support the school to administer sanctions
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## STUDENT INVOLVEMENT

Students will contribute via questionnaires, meetings and informal question and answer sessions

- to the development of good behaviour via the school council (school site)/student voice (college site)
- their views regarding
  - anti-bullying and rewards