



All Saints CE Primary School and
Nursery

Child Protection Handbook



This document has been prepared for the use of the school's staff and they are required to be able to demonstrate they have read and understood its contents. Some aspects are statutory by law.

To apply it through their role in the school is part of their conditions of employment.

It is also important that the school's governors should understand its contents and recognise their responsibilities towards child protection.

Version: September 2025

Review Cycle: Annual

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Other Statutory Policies linked to this handbook but available separately:

- A) Child Protection Policy
- B) Safeguarding Policy
- C) Positive Behaviour and Relationships Policy
- D) Attendance Policy
- E) Leave of Absence Policy
- F) Health & Attendance Policy
- G) Grievance Procedure
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The current version of each is located on the school server:

Teacher (T:) → Policies

Should you require a paper copy, please ask at the School Office.



STAFF CODE OF CONDUCT

Based on the HfL Model Policy, July 2024

Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all employees and those acting on behalf of us are expected to observe. All staff are role models, and are in a unique position of influence, and must adhere to behaviour that sets a good example to all pupils.

This Code of Conduct applies to all employees of the school. This Code of Conduct does not form part of any employees' contract of employment, and it may be amended at any time.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012', in particular relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

This Code helps all staff to understand what behaviour is and is not acceptable, and regard should also be given to the disciplinary rules set out in the Disciplinary Policy and Procedure which may be found on the server (T:/ POLICIES / Personnel).

Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including but not limited to dismissal.

Where this policy requires an employee to disclose matters from their personal life we will consider the circumstances and context of each matter before determining whether any further action is required.

Principles

All staff are expected to familiarise themselves and comply with all school policies and procedures.

Staff must not undermine fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

All staff must attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

1. Setting an Example

All staff set examples of behaviour and conduct which can be copied by pupils. Therefore, all staff must:

- avoid using inappropriate or offensive language at all times.
- demonstrate high standards of conduct in order to encourage our pupils to do the same.
- avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

2. Safeguarding Pupils

Staff have a duty to have regard to Keeping Children Safe in Education throughout their employment and abide by the duties placed upon them within this.

Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse, and neglect.

The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to the school's Designated Safeguarding Lead (DSL) for Child Protection.

The school's DSL is Philip Asher. The Deputy DSLs are Mrs Heather Foster and Mrs Victoria Moore.

Staff have access to the school's Child Protection Policy (available on the server and school website) and Whistleblowing Procedure (found in this handbook) and staff must be familiar with these documents.

Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

Staff should be aware that the management of any safeguarding concerns is dealt in accordance with the latest statutory guidance as detailed in Keeping Children Safe in Education and includes any allegations that meet the harm test and/or allegations considered to be low level concerns. (i. e those which do not meet the harm test).

Low Level Concerns

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the harm test threshold.

A low-level concern is any concern that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating or offensive language.

Procedures for dealing with Low Level Concerns are outlined in detail in a separate policy, included within this handbook. They are also outlined in the Child Protection Policy, Section 11.

3. Relationships

Staff must declare any relationships that they may have with pupils, staff, clients, contractors supplies or parents outside of the school. This may include mutual membership of social groups, tutoring, and/or family connections.

Existing or new personal relationships at work between colleagues should be declared to the Line Manager to consider if there is a potential for this to impact upon the work of either colleague (for example: a risk of allegations of bias or conflict of interest). The Line Manager will treat declarations in

confidence in accordance with the Relationships at Work Policy which may be found in this handbook.

Staff should not assume that the school are aware of any such connections and should use Appendix 1 and/or 2 to make a declaration and to update any existing declarations, at least annually.

3.1 Relationships with Pupils

Relationships with pupils must be professional at all times. Physical relationships with pupils are not permitted and may lead to a criminal conviction.

Encouraging a relationship to develop in a way which may lead to a sexual relationship or any other inappropriate relationship will be viewed as a grave breach of trust. This may lead to referral to the LADO under Child Protection procedures.

Contact with pupils must be via school-authorised mechanisms and solely for educational purposes. At no time should personal telephone numbers, text, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.

If contacted by a pupil by an inappropriate route, staff should report the contact to their Line Manager immediately.

Behaviour giving rise to concern should also be reported which includes pupils seeking affection, being sexually provocative or exhibiting overly familiar behaviour.

4. Pupil Development

Staff must comply with school policies and procedures that support the well-being and development of pupils.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

Staff must follow reasonable instructions that support the development of pupils.

5. Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they

- offer, promise or give financial advantage or other advantage to someone;
- or if they request, agree or accept, or receive a bribe from another person.

If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools (in this handbook). For further information see the HCC Anti Bribery Policy for Schools available on the Grid.

Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of “one off” token gifts from students or parents.

Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

Staff must not act on behalf of the school unless they have the authority to do so.

Professional references from the school will be provided by the Headteacher. Staff must inform the Headteacher if they have been asked to be a referee for a colleague or pupil in the school. References or endorsements on social media given by other members of staff must be clear that they are provided in a **personal capacity only, and cannot comment on job performance or professional conduct etc.**

6. Conduct outside of Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

In accordance with Keeping Children Safe in Education, any conduct or behaviour that indicates an employee may not be suitable to work with children including such behaviour outside of the workplace which may or may not involve children is likely to be regarded as unacceptable.

For example, should a member of staff be involved in domestic violence at home and no children were involved, the school will need to consider what triggered these actions and question whether a child in the school could trigger the same reaction, therefore be put at risk.

In addition, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable where it brings into question an employee's suitability or ability to do their role/work in an educational setting.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school, nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school. It is recommended that permission is sought in advance.

- Staff must declare any work outside school or outside business interests where there is a potential conflict of interests with their employment at the school.
- If any allegation of wrongdoing occurs in a staff member's additional workplace (whether or not they deny this) which may have a bearing on their employment, they must disclose this immediately to the Headteacher.

Forming inappropriate relationships or friendships with children or young people who are pupils or students under the age of 18 at another school/college will be viewed as inappropriate and impact upon the schools' ability to trust the member of staff to maintain professional boundaries with pupils at the school.

Any work-related social event is considered to be an extension of the workplace and as such the standards of behaviour expected at these events is in line with this policy.

7. E-Safety and Internet Use

Staff must exercise caution at all times both inside and outside of work when using information technology. Staff should be aware of the risks to themselves and others.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

Staff should exercise caution in their use of all social media or any other web-based presence that they may have. This includes creating, endorsing, liking, posting, retweeting, sharing direct messaging or sending any statements, photo's, videos, audios or messages. This also includes speaking and/or lip syncing to other creators' content and any music used.

This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly.

Contact with pupils should only be made via the use of school email accounts or telephone equipment when appropriate and strictly for educational reasons.

Photographs or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the school's procedures on school equipment.

Further details on this can be found in the Online Safety Policy and Acceptable User Agreements (both found on the server (T:/ POLCIES), and the Social Media Policy which may be found in this handbook.

Professional Responsibilities for use of ICT, including the Internet, in school and outside school

Employees of the school have a duty to report any eSafety incident which may impact on them, or their professionalism, or the school.

- Emails are to be checked daily as a minimum (on working days).
- Ensure all electronic communication with students, parents, carers, staff and others is compatible with your professional role and in line with school policies.
- Do not talk about your professional role in any capacity when using social media such as (but not limited to) Instagram, WhatsApp, Facebook and YouTube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Use school ICT systems and resources for **all** school business – avoid using any personal devices or resources. This includes your school email address and online systems for storing files, information and resources.
- Only use school devices for recording images, videos and audio (do not use personal devices for this purpose).
- Do not disclose any passwords and ensure that sensitive and personal data (such as data held on Arbor, CPOMs or other information management systems) is kept secure and used appropriately (do not access this information on shared personal devices).
- Only take images of students and/or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in school and outside school, will not bring the school or professional role into disrepute.

8. Confidentiality

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

All staff are may at some point witness actions which need to be confidential.

For example, where a pupil is bullied by another pupil (or by a member of staff/colleague), once reported through the appropriate procedure, it must not be discussed outside the school, including with other staff, pupils, parents, or carers, except with the appropriate member of staff to deal with the matter.

Staff have an obligation to share with their manager or the school's Designated Safeguarding Leads any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by them.

Staff are not allowed to make any comment to the media about the school, its performance, governance, pupils or parents without written approval. Any media queries should be directed to the Headteacher.

9. Dress and Appearance

The Governors recognise the rights of staff to choose what they wear and how they appear. However, as role models they need to set an example to the pupils and be mindful that pupils have a strict uniform code. All staff must therefore dress in a manner that is appropriate to their role and promoting a professional image, not casual wear, and not in a way that undermines the pupil uniform policy (particularly with reference to jewellery and hair styles). This generally means all staff should follow the principles outlined here.

- Shoulders must be covered – wide strap tops/dresses, short/long sleeves.
- Skirts/shorts/dresses should be of an appropriate length (just above the knees as a guide)
- Shirts/tops should not be low cut or revealing (e.g. underwear should not be visible)
- Certain types and styles of clothing are generally not acceptable: jeans, leggings (except under a dress/skirt), clothing that reveals underwear, transparent or sheer clothing, thin/'spaghetti' strap tops/vests, sports clothing.
- Sports clothing is permitted on days teaching/supporting PE, or if leading an after school/ lunch time sports club (see below).
- Staff should dress in a manner that is absent from political or other contentious slogans. If clothing has wording or pictures on it, this should not be offensive. Fashion logos/emblems should be kept to a minimum.
- Footwear should be reflective of your role within the school and not pose a health and safety risk. Trainers should only be worn for PE/active sessions or lunchtime cover. Open toed sandals can be worn but must have a back strap (not flip-flops, sliders or similar). Sandals are worn at own risk and the school takes no responsibility for injury to feet caused by or while wearing open toed sandals or shoes. Staff working in the Early Years and KS1 should be mindful this is an active environment and staff should wear footwear that enables full engagement with the children.

PPE will be provided as directed by health & safety/tasks or risk assessments.

Staff should wear sportswear when teaching PE. This can be worn all day when teaching PE. Earrings & necklaces should be removed (as for children) even if just supporting. A watch and rings of significance may be worn (avoid rings which may injure a child should you need to support them physically). Staff may choose to change on days they have meetings with parents/outside agencies.

Clothing and footwear for forest school and school visits should be appropriate for the activities being undertaken, while maintaining a professional appearance.

Where employees are transitioning to live in the gender with which they identify, the school will apply and adapt this code sensitively and flexibly.

The school understands that there may be circumstances that make it difficult for some employees to follow a code (for example, if an employee has a disability or is experiencing certain medical/ menopausal symptoms). If this is the case, the school will discuss with the employee how we can support them and make reasonable adjustments where possible.

The school has the final say on whether clothing and appearance is appropriate.

10. Compliance

All staff must complete the annual declaration form (detailed in the Child Protection Policy, Appendix 1) provided with this handbook to confirm they have read, understood and agreed to comply with the Code of Conduct alongside other statutory policies, guidance and documentation.

All staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including but not limited to dismissal. Please see the disciplinary policy for further information.

Code of Conduct: Appendix 1

Relationships with pupils outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to pupils outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with students by using this form.

Employee Name	Pupil Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of school with students in line with this policy.

If I am tutoring a student outside of school I am aware that the following must be adhered to:

- I do not, at any point, teach or directly work with the child in question as part of my daily timetable - this is a stipulation of such tutoring.
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, either informally (e.g. via the child) or formally
- No private tutoring has/will take place on the school premises

I confirm that if these circumstances change **at any time** I will complete a new form to ensure the school are aware of any relationships.

Full Name:

Current Position:

Signed

Date

Once completed, signed and dated, please return this form to the Headteacher.

Code of Conduct: Appendix 2

Relationships with staff, clients, contractors etc. outside of work declaration

It is recognised that there may be circumstances whereby employees of the school are known to others connected with the school outside of work.

Staff must declare any relationship outside of the school that they may have with others that could create a conflict of interest.

Employee Name	3 rd party name	Relationship

I can confirm that I am fully aware of the code of conduct and relationships at work policy, and I am not in breach of these.

I confirm that if these circumstances change at any time, I will complete a new form to ensure the school are aware of any relationships.

Full Name:

Current Position:

Signed Date

Once completed, signed and dated, please return this form to the Headteacher.



RELATIONSHIPS AT WORK POLICY

Based on the HfL Model Policy, July 2024

1. Introduction and scope

The school recognises that employees who work together may form personal friendships and, in some cases, close personal relationships. While we do not wish to interfere with these personal relationships, it is necessary for the school to ensure that all employees behave in an appropriate and professional manner while at work.

This policy therefore applies to all employees regardless of their job or level of seniority including but not limited to all employees, casual workers, agency workers, apprentices, volunteers and governors.

A relationship at work can be with any of the above-mentioned parties but also includes but is not limited to parents and third-party providers.

This policy does not form part of any employee's contract of employment, and it may be amended at any time.

2. Definition of related persons

In the context of this policy a personal relationship is defined as;

- a family relationship (including extended family)
- a business/commercial/financial relationship
- a romantic/sexual relationship.

The above definitions are examples of personal relationships which may give rise to conflicts of interest in the workplace, however personal relationships are not restricted to these examples and anyone who considers that they are in a potential conflict of interest should declare it as outlined in the policy.

3. Personal relationships at work

Whilst the school accepts that partners and family members and friends do work together within the school, some regulation is necessary.

You must declare any relationships that you may have with other employees, clients, contractors supplies or parents outside of the school. This may include connections such as mutual membership of social groups, tutoring, and/or family connections.

Existing or new personal relationships at work between colleagues should be declared to the headteacher as soon as possible, especially where there is a potential for this to impact upon the work of either party (for example: a risk of allegations of bias or conflict of interest).

You should not assume that the school are aware of any such connections and should declare it using the declaration form connected to the Code of Conduct.

If you have a close personal relationship with another colleague, parent, contractor, supplier, or any other party related to the school, you must not allow that relationship to influence your conduct while at work.

Where there is evidence that a conflict of interest, breach of confidentiality or unfair advantage may occur as a result of having a personal relationship working together, the headteacher may consider an alternative arrangement, e.g., a change in reporting arrangements, or duties within a team if appropriate in the circumstances.

3.1 Personal relationships with third parties

If you have a close personal relationship with a third party (such as parent, contractor, supplier, or any other party related to the school), you must not allow that relationship to influence your conduct while at work.

If your job allows you authority over any third party, that you have a relationship with (for example if you have the authority to decide to whom to award contracts), the relationship must be declared to the Headteacher.

In these circumstances, the school reserves the right to transfer, or as a last resort to dismiss you following consultation with you.

3.2 Behaviour at work

Intimate behaviour during work time, for example kissing, touching or holding hands, is expressly prohibited. This rule applies during all working time, whether at the normal workplace, at school events or on other premises.

Any breach of this rule will be regarded as a disciplinary offence leading to disciplinary action.

3.3 Safeguarding

Any relationships at work that create or cause a safeguarding breach will be investigated in line with Keeping Children Safe in Education and the schools disciplinary policy.

3.4 Identifying and declaring personal relationship at work

Existing or new personal relationships should be declared to the employee's headteacher.

Where personal relationships occur between employees, it is the responsibility of both individuals to avoid any actual or potential conflicts of interest.

If you are uncertain about whether there is likely to be any risk of a potential conflict of interest emerging from a personal relationship at work, you should discuss the matter with the headteacher in the first instance.

All of you have a duty to protect the school and children, so if you see a conflict of interest, or any unfairness arise due to others having a personal relationship, you must report it as soon as possible to the headteacher.

Should the conflict of interest involve the headteacher then this should involve the Chair of Governors. In addition, should the conflict of interest involve the Chair of Governors then this should involve the Governance team.

4. Process for managing personal relationships at work

If you declare a personal relationship at work, this should be treated fairly and with due regard to equality of treatment issues.

The line manager and/or headteacher will treat these matters in confidence and in consultation with you and will find ways to avoid potential conflicts of interest.

All declarations should be treated in confidence, recorded in writing and kept securely. Should there be any changes in the future, you should request that the document should be removed from the file and destroyed (subject to potential conflict no longer being in existence).

5. Personal relationships involving a more senior role

In order to avoid any actual or potential conflict of interest, if you are in a line management or supervisory role you should ensure you are not involved in any management activity or process involving anyone you have a declared personal relationship. This includes but is not limited to:

- appraisal/performance reviews;
- promotion or discipline;
- authorisation of any financial payments/decisions relating to financial matters e.g., timesheets, fees payments, expense claims, salary changes or allocation of external funding for an employee with whom they have a declared personal relationship. However, if the person is the budget holder, then they should/can see the financial transaction (as part of their role) but have additional independent authorisation;
- recruitment and selection – where it is not practical to remove an employee from the recruitment process, all panel members should be made aware of the personal relationship and every panel decision should be justified as fair and equitable, without bias or conflict of interest.

To avoid a situation in which you have managerial authority over another with whom you have a close personal relationship, the school reserves the right to elect to transfer one or both of you involved in the relationship to a job in another department/section/area.

In these circumstances, the school will consult both of you and seek to reach a satisfactory agreement regarding the transfer of one or both of you.

In such a situation, if it is not possible to transfer at least one of you (for example if no suitable vacancies exist, or if they refuse to transfer), the school reserves the right to dismiss one or both of you (with notice in accordance with the employee's contract or pay in lieu of notice). Dismissal would, however, be undertaken only as a last resort in circumstances where no other course of action was reasonably open to the school.

6. When a relationship breaks down

There may be occasions when a relationship as described above, breaks down and the individuals concerned remain working together. This can cause a potential impact on the direct team, wider team, school or pupils.

If it is envisaged that the breakdown of the relationship is or will cause ongoing issues, these should be addressed sensitively in discussion with the employees with a view to the issues being resolved.

7. Raising concerns

If you believe that you may be personally adversely affected by a misuse of power/authority or conflict of interest, you should raise this with the headteacher in the first instance.

Where you feel that there is a possible or actual misuse of power/authority or conflict of interest relating to a personal relationship at work you should raise this with the headteacher in the first instance.

Where this relates to headteacher the employee should raise it to the next appropriate person, likely to be Chair of Governors. In addition, should the conflict of interest involve the Chair of Governors then this should involve the Governance team.

8. Breach of this policy

Where there is evidence that a conflict of interest, breach of confidentiality or unfair advantage may result from a personal relationship the headteacher may wish to consider an alternative arrangement e.g., a change in reporting arrangements, or duties within a team; investigating one party being moved to another area of work or work location, if appropriate in the circumstances.

In such a situation, if it is not possible to transfer at least one of the employees (for example if no suitable vacancies exist, or if an employee refuses to transfer), the school reserves the right to dismiss one or both employees (with notice in accordance with the employee's contract or pay in lieu of notice). Dismissal would, however, be undertaken only as a last resort in circumstances where no other course of action was reasonably open to the school.

Where there is evidence that a conflict of interest, breach of confidentiality, unfair advantage or created disadvantage has resulted from a personal relationship, the matter will be considered seriously by the school.

Breach of this policy may result in disciplinary action up to and including dismissal in accordance with the schools Disciplinary Policy.



LOW LEVEL CONCERNS POLICY

This is a duplication of the relevant parts from Section 11 of the school's Child Protection Policy and includes templates to use for recording concerns.

Introduction

All Saints CE Primary School & Nursery 'low-level concern and allegations policy' is compliant with:

- [KCSiE, Part four](#)
- Hertfordshire Safeguarding Children Partnership Procedures Manual, [Section 5.1.5 Managing Allegations Against People who work with Children and Young People](#)
- [Developing and implementing a low-level concerns policy \(Farrer & Co\)](#), which provides detailed guidance and examples.

This policy is a reflection and extension of All Saints CE Primary School's wider staff code of conduct.

All staff and volunteers at All Saints CE Primary School & Nursery hold positions of trust and are expected to uphold safe working practices outlined in our staff code of conduct and 'Guide for Volunteers'.

[Section 11 of the 2004 Children's Act](#) states that schools and colleges should have clear policies aligned with HSCP Procedures for dealing with safeguarding concerns or allegations against those working in or on behalf of schools and colleges in a paid or unpaid capacity, i.e. members of staff, including supply teachers, volunteers and contractors. These policies must clearly distinguish between:

Allegations – a claim or assertion that someone has done something illegal or wrong, typically one made without proof. The *Harm Threshold* (see section *Managing Allegations*, below) for an allegation is when a person working or volunteering with children in a position of trust has or may have:

- Behaved in a way that has, or may have harmed a child/young person;
- Possibly committed a criminal offence against/related to a child/young person;
- Behaved toward a child/young person in a way that indicates he or she would pose a risk of harm;*
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children/young people;*

**These categories can include behaviour that may have happened outside of an organisation that might make an individual unsuitable to work with children/young people.*

Concerns about the quality of care/practice - is an accusation, not of a child protection nature, that the care/practice provided does not meet the expected standards. As with quality in other fields, it is an assessment of whether something is good enough and whether it is suitable for its purpose.

Complaints – an expression of dissatisfaction about actions or the lack thereof. Concerns may reflect a worry requiring reassurance, while complaints assert that something is unacceptable

1. Levels of Concern and Allegation

There are two levels of Concerns and Allegations relating to adults (in both paid and voluntary roles) working with children either directly and/or online:

1. Low-Level Concerns

These are behaviours by one or more adults (paid or voluntary) which are inconsistent with All Saints CE Primary School's staff code of conduct but *do not meet the Harm Threshold* (see above under definition of Allegations) and are referred to as 'Low-Level Concerns'. Examples include repeated breaches of All Saints CE Primary School's staff code of conduct in relation to safeguarding.

2. Allegations

These are behaviours by one or more adults (paid or voluntary) that *do meet or may meet the Harm Threshold* (see above under definition of Allegations). Such cases require referral within **one working day** to the **Local Authority Designated Officer (LADO)** and potentially other statutory bodies such as the police or children's social care.

Low-Level Concerns and Allegations may emerge as a result of either observed suspicions or direct disclosures made by a child. In assessing the potential harm and impact to a child or young person, DSLs will consider the four categories of abuse – physical, emotional, sexual and neglect – as well as any safeguarding elements related to exploitation. Detailed definitions of these terms can be found in Chapters 4 and 9 on this policy.

The Harm Test is explained in the Disclosure and Barring service Guidance: [Making barring referrals to the DBS and Section 31\(9\) of the Children Act 1989 \(as amended by the Adoption and Children Act 2002\)](#).

*This specific policy covers **Low-Level concerns** that **do not meet** the harm threshold.*

***Allegations** that may meet the harm threshold should be assessed accordingly and advice should be sought from the Local Authority Designated Officer (LADO) and/or HR Services. Section 11 of the school's Child Protection Policy outlines how Allegations are managed.*

This policy should be used in conjunction with the school's Code of Conduct, disciplinary and safeguarding policies and procedures.

2. What is a low-level concern?

A 'Low-Level' Concern does not imply insignificance. It refers to any behaviour – however minor – that causes a sense of unease or a 'nagging doubt' about whether an adult's behaviour:

- Is inconsistent with All Saints CE Primary School's staff code of conduct, including inappropriate conduct outside of work, and
- Does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Examples may include (but are not limited to):

- Being over friendly with children
- Having favourites
- Taking photographs of children on their mobile phone, contrary to school policy

- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or
- Humiliating children.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse. Low-level concerns may arise in several ways and from a number of sources. For example: suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken.

2.1 Avoiding Low Level concerning behaviour

Staff education and reinforcement on avoiding circumstances which may put them in a difficult situation is key to avoiding the need for dealing with these types of concerns.

Our school ensures that staff are clear about what appropriate behaviour is through their induction and regular reinforcement/reminders of documents/policies such as:

- Staff Code of Conduct
- ‘Avoiding Allegations’ guidance
- Child Protection Policies and training
- Teachers Standards (for teaching staff)

3. Reporting a Low-Level Concern

Low Level concerns about a person working/volunteering in school must be reported in confidence to the Headteacher (or Deputy Headteacher/SENCO in their absence). This can be done in person or using the form in Appendix 1. If the concern is about the Headteacher, this should be reported in the same way to the Chair of Governors.

Low Level concerns about supply staff, contractors, Local Authority visiting staff and other visiting professionals will have the report passed on to their respective employers by the Headteacher.

4. Dealing with a Low-Level Concern

Where a concern is raised this must be recorded (using the form in Appendix 1) and passed to the Headteacher (an envelope must be used if they are not available to receive the record in person). Where the low-level concern is provided verbally, the Headteacher/DSL will make an appropriate record of the conversation (using the form in Appendix 1), either at the time, or immediately following the discussion, and ask the person raising the concern to sign the record.

When a Low-Level Concern is raised (including third-party reports), the Case Manager (usually the Headteacher) or their nominated deputy will:

- Speak with the person who raised the concern (unless this was raised anonymously)
- Speak with the individual subject to the concern
- Identify and interview any other involved parties or witnesses

The information gathered will help us to categorise the type of behaviour and determine what further action may need to be taken. This information will be recorded in writing along with the rationale for our decisions and action taken.

The Case Manager, a nominated deputy, or Chair of Governors will respond to reports of Low-Level Concerns in-line with the schools’ internal due processes for managing safe-staffing. Our response may include the following:

- Prioritise the safety and wellbeing of any alleged victim and all other pupils

- Share details only with those who need to know to maintain confidentiality
- Conduct further inquiries with relevant children, staff, parents, or witnesses
- If there are reasonable grounds, launch a formal internal investigation following the school's internal processes
- Consult Human Resources on possible breaches of the staff code of conduct, [Teachers' Standards](#), or TA regulations to assess disciplinary thresholds
- Inform the subject of the concerns and outline available support during the inquiry
- Determine when to allow the subject to present their account
- Review all evidence and decide on an outcome
- If no risk of harm is found, consider additional training or monitoring for the staff member
- If new information raises serious risk or meets the harm threshold, refer the matter to the LADO

All Saints CE Primary School & Nursery fosters a safeguarding culture where every staff member is professionally curious. We:

- Clarify expected staff behaviour and help them distinguish it from concerning conduct
- Encourage prompt reporting of Low-Level Concerns
- Address unprofessional behaviour early and support corrective measures
- Handle concerns sensitively and in proportion to their nature
- Use reported concerns to identify and address any weaknesses in our safeguarding systems

Most low-level concerns are likely to be dealt with by means of management guidance, training etc. In dealing with a low-level concern with a member of staff, this will be approached in a sensitive and proportionate way. In many cases, a low-level concern will need a conversation with the individual the concern is about.

5. Record Keeping for Low-Level Concerns

All low-level concerns must be formally recorded by a member of staff when they are made aware of them. This record must then be passed to the Headteacher (or Chair of Governors if the concern is about the Headteacher).

The record should include:

- Clear and comprehensive summary of the concern.
- The context in which the concern arose.
- Details of how the concern was followed up and resolved.
- A note of any action taken, decisions reached and the outcome.
- The name of the individual sharing their concerns (if known).

Records are confidential, stored securely, and comply with the Data Protection Act 2018 and UK GDPR. If a pattern of inappropriate behaviour emerges, the Case Manager will decide on disciplinary action, or if the Harm Threshold is reached, refer to the LADO (per KCSiE Part Four, Section One).

We will review and revise relevant policies or training to address any school-culture factors that enabled the behaviour.

Records are retained by All Saints CE Primary School & Nursery until the individual reaches retirement-age or for the next ten years, whichever period is longer.

6. Reviewing Low-Level Concerns

Records will be reviewed periodically so that potential patterns of concerning, problematic or inappropriate behaviour can be identified, and to ensure that such concerns are being dealt with promptly and appropriately. A record of these reviews and any further actions will be kept.

Upon review, it may be found that:

- Behaviour is inconsistent with the staff code of conduct but there is no pattern of behaviour and does not meet the threshold of harm or is not considered serious enough to refer to the LADO.
 - Low-Level concerns should continue to be recorded and periodically reviewed, support, retraining or disciplinary action considered
- Whilst not sufficiently a cause for concern and may not meet the threshold of harm or considered serious enough to refer to the LADO; nonetheless merits consulting with and seeking advice.
 - Advice should be sought from the LADO or HR Services and support / disciplinary action considered
- When considered with any other low-level concerns that have previously been shared about the same individual, could now meet the threshold of an allegation, or in and of itself meets the threshold of an allegation.
 - This should be referred to the LADO/other relevant external agencies, and in accordance with the school Child Protection Policy and Part 4 of KCSiE.

The school will also review appropriate policies and training, or other wider cultural issues in the school, to see whether anything needs to be done to minimise the risk of similar behaviour happening again.

7. Staff requests of anonymity

If the staff member who raises the concern wishes to remain anonymous, the school should respect the person's request as far as possible. However, there may be circumstances where the staff member will need to be named and for this reason, anonymity should never be promised to members of staff who share low-level concerns.

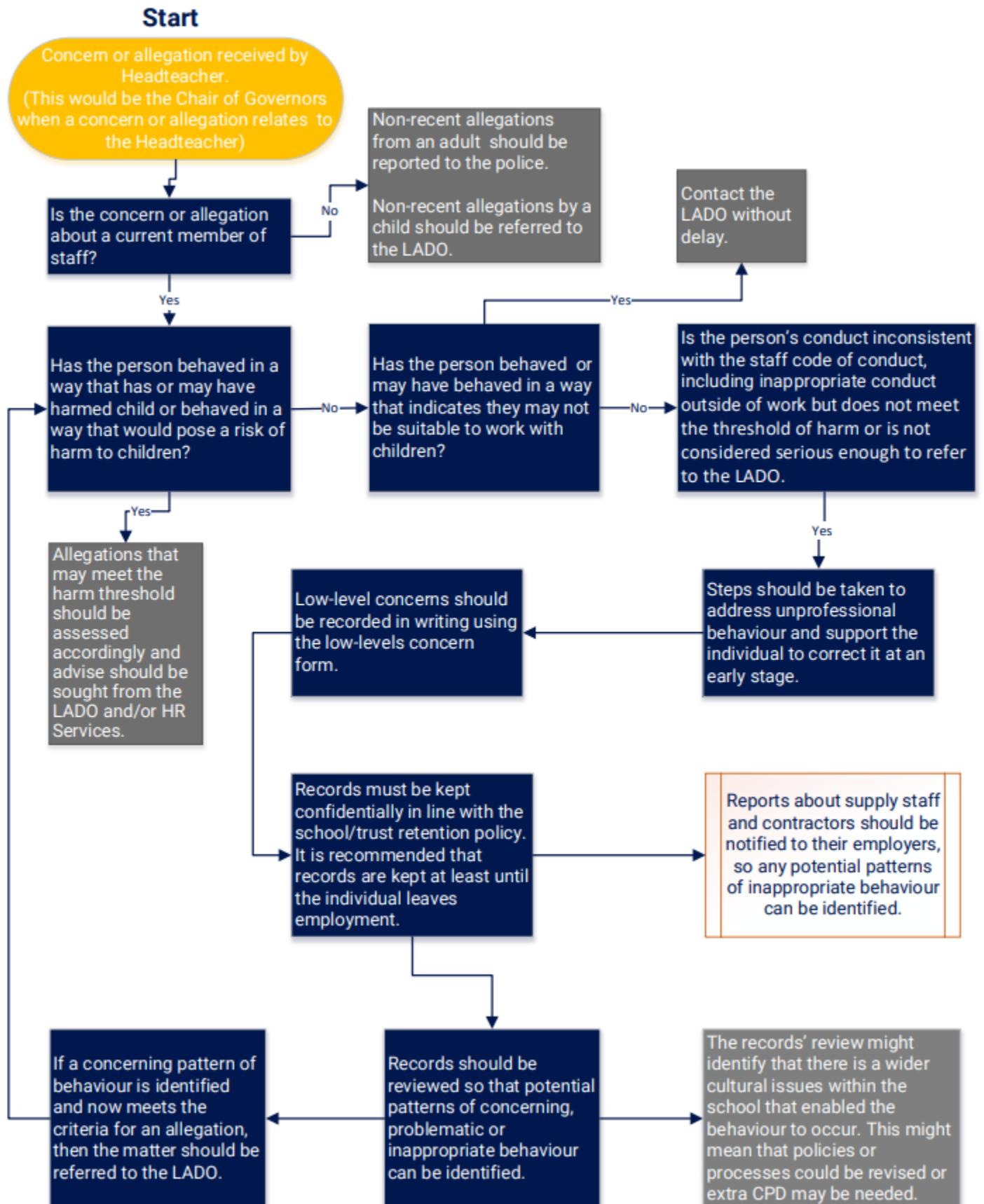
Where possible, staff should be encouraged to consent to be named, as this will help to create a culture of openness and transparency.

8. Data Protection

The Data Protection Act 2018 (DPA 2018) is not a barrier to a low-level concerns procedure but an important factor to consider. Issues may arise when schools are providing employment references, setting retention periods and dealing with subject access requests. DPA 2018 includes a specific provision which permits organisations to process even the most sensitive personal data where it is necessary for the purposes of protecting children from harm. Low-level concerns recording must meet the relevant threshold of necessity.

School leaders should be mindful staff they are making records about may have rights to access them through a subject access request (SAR). In consideration of this, schools should be mindful when recording low-level concerns, particularly where the issue relates to a specific child. If a child may be identifiable from the record then it is likely to be inappropriate to share this record following a subject access request. Please contact your Data Protection Officer (DPO) for further advice.

9. Flowchart for Dealing with Low-Level Concerns





Low-Level Concerns Policy – Appendix 1: Record of Low-Level Concern Form

Please use this form to share any concern – no matter how small, and even if no more than a ‘nagging doubt’ – that an adult may have acted in a manner which:

- is not consistent with All Saints’ Staff Code of Conduct, and/or;
- is a cause for concern but does not meet the threshold of harm or is not considered serious enough to refer to the LADO

Use this form to document your concerns as soon as possible after they arise, and then pass this to the Headteacher or a DSL. Where possible please also speak with the Headteacher as soon as possible. If the concern is about the Headteacher, please pass it onto the Chair of Governors or email them at chair@allsaints.herts.sch.uk

Name of adult recording this concern:				Role:	
Date of Concern:		Date Written:		Signature:	
Name of adult whom this concern is about:			Their role:		

Details of concern: *You should provide a concise record – including brief context in which the low-level concern arose, and details which are chronological, and as precise and accurate as possible. Include any actions you took, if relevant. Consider any contextual information that may be appropriate to know.*

Continue overleaf if needed. Please date and sign all additional sheets.

For Headteacher/DSL:

Actions Taken: (Specify when, by whom etc., and any rationale)

Name:		Role:	
Signature:		Date & Time:	

Please note that low-level concerns will be treated in confidence as far as possible, but All Saints CE Primary School and Nursery may in certain circumstances be subject to legal reporting requirements or other legal obligations to share information with appropriate persons, including legal claims and formal investigations.



SOCIAL MEDIA POLICY

Based on the HfL Model Policy, July 2024

1. Introduction

The aims of this policy are to:

- enable appropriate use of social networking sites in a safe and secure manner
- safeguard employees in their use of social networking sites and ensure they do not make themselves vulnerable
- minimise the risks to the school through use of social media.

This policy applies to use of social media for business purposes as well as personal use that may affect the school in any way. It covers all employees, consultants, volunteers, and agency workers.

This policy does not form part of any employee's contract of employment, and it may be amended at any time. The school may also vary this policy as appropriate in any case.

2. What is social media?

For the purposes of this policy, social media is any online platform or app that allows parties to publish information, share content and interact with others either to a wide audience or through private conversations, such as private messages.

Social media is the term used for internet-enabled tools used on computers, tablets, smart phones and other smart devices etc to allow people to share information, ideas and views.

3. Types of social media

This policy covers all social media platforms, including, but not limited to: X (Twitter), Facebook, Instagram, LinkedIn, YouTube, TikTok and message boards. It also includes any website where you can contribute or edit content and instant messaging services i.e., WhatsApp, Snapchat etc.

This policy also applies to any other existing or new social media platform not mentioned, whether internal or external or used on a personal or work device.

All forms of social media use are covered by this policy, this can include but is not limited to; posting comments, pictures or videos, blogging, using forums, sending private messages, endorsing other people's content, re-tweeting/circulating posts or adding/editing content on a website.

If it can be determined from your account that you work for All Saints CE Primary School and Nursery (either visually, verbally or written), we ask that you make it clear any content and views are your own. Confirming this point does not make you exempt from following this policy.

Please include "these views are my own and not that of my employer" on your profile.

4. Personal use of social media within working time

Occasional personal use of social media on personal equipment/devices (including wearable devices such as SMART Watches) during working hours is permitted in the school's designated place (**the**

staff room) so long as it does not involve unprofessional or inappropriate content, does not interfere with employment responsibilities or productivity, and complies with this policy.

5. Business use of social media

If you are contacted for comments about the school for publication anywhere, including in any social media outlet, the enquiry should be directed to the headteacher, and you should not respond without written approval.

The school operates some social media accounts for communicating with parents and others about school activities. Employees tasked to speak on behalf of the school through these accounts must ensure all communication is professional and reflective of the school as a place for education. They must also ensure any personal accounts linked to social media have appropriate safeguards to prevent inappropriate access by any individual accessing public facing school social media accounts.

Informal use of social media by staff to communicate about work-related matters (such as WhatsApp groups for class teams) must be in compliance with the Code of Conduct, Social Media and other communication policies as relevant. Any concerns should be raised in line with the Low Level Concern policy or another relevant policy (e.g. Grievance or Disciplinary Policy).

6. Prohibited use of social media

You must avoid making any social media communications that could damage the school's interests or reputation, even indirectly.

You should not use social media in a way that breaches any of the school's policies, the law, or any other regulatory requirements.

6.1. Inappropriate use

Social media use is permitted as long as it does not involve unprofessional or inappropriate content and does not interfere with the school or your role or responsibilities. Inappropriate use includes, but is not limited to:

- any content that could be viewed as malicious, abusive, offensive, obscene, threatening, intimidating or contain nudity or images of a sexual nature
- discrimination (e.g., racism, homophobia etc.)
- swearing (both verbal and gestured), any content including explicit lyrics
- making or endorsing harmful or derogatory comments
- any threatening behaviour that may cause harm to others or the interests or reputation of the school
- bullying and harassment
- making false or misleading claims/ statements
- impersonating colleagues or third parties
- posting or sharing information that could jeopardise the school's confidentiality, particularly regarding sensitive school-related topics, such as the school's performance, internal disputes involving pupils, parents or employees
- disparaging the school, its employees or any third party
- sharing sensitive or personal information about the school or employees that should not be discussed or shared or is covered under GDPR i.e., absence information or phone numbers
- endorsing, liking, sharing content that could be offensive, speculative or may cause reputational damage to the school. this includes adding or commending on speculation

- sharing login details or allowing others to post on your behalf
- using your school email address for a personal social media account
- create social media accounts representing the school without prior authorisation
- expressing opinions on behalf of the school or using the school's logo or other trademarks without express authorisation.

These examples include creating, endorsing, liking, posting, retweeting, sharing, direct messaging or sending any statements, photo's, videos, audios or messages. They also include speaking and/or lip syncing to other creators' content and any music used.

You should never provide professional references or endorsements on behalf of the school for other individuals without the express authority of the Headteacher, including on social or professional networking sites. Such references, positive and negative, can be attributed to the school and create legal liability for both the author of the reference and the school.

6.2. Safeguarding and social media

You must not abuse your professional position with pupils on social media. Examples of abuse of position include, but not limited to:

- Accepting any former pupil under the age of 18, or any current pupils, as friends, or requesting such friendships
- Communicating personally with pupils
- Posting photographs of pupils on sites not owned by the school
- Commenting about or naming pupils.

If any member of staff becomes aware that they themselves have been/ or another staff member has been speaking to a pupil online, they should raise it to the headteacher immediately.

6.3. Use of emojis, GIF's and Memes

Using emojis, GIF's or Memes do have their benefits, however it is important to use them correctly and appropriately.

You should be aware that messages and comments that include emojis may affect the way text is read. Emojis may mean different things to different people, the use of them may mean the text is deemed inappropriate.

If you chose to use emojis, GIF's or Memes you should ensure they are appropriate and easily understood within the context – or consider not using them if unsure.

6.4. Absence from work and use of social media

Use of social media whilst absent can create the impression that staff are well enough to be working. We accept that this is not necessarily the case, but this may be how it is perceived by colleagues and others. Taking this into account, we would guide staff to be mindful of their use of social media during absence from work.

7. Guidelines for responsible use of social media

You should make it clear in social media postings that you are speaking on your own behalf.

You should be respectful to others when making any statement on social media and be aware that the you are personally responsible for all communications which will be published on the internet for

anyone to see. You should ensure that you use privacy and access settings whilst being aware that you cannot control the use of your postings by others.

You should also ensure any content you post on social media is consistent with the professional image you present to colleagues, pupils and parents.

If you are uncertain or concerned about the appropriateness of any statement or posting, you are advised to refrain from posting it until you have discussed it with your manager.

If you become aware of social media content that disparages or reflects poorly on the school, you should contact the Headteacher as soon as possible.

8. Monitoring

The school reserves the right to monitor, intercept and review your use of social media. The school considers valid reasons for checking your internet usage include suspicions that you have:

- been using social media when you should have been working
- acted in a way that is in breach of the rules set out in this policy.

Monitoring is in the school's legitimate interests and is to ensure that this policy is being complied with. For further information, please refer to the Online Safety Policy and Data Protection (GDPR) Policy.

9. Breach of this policy

Breach of this policy may result in disciplinary action up to and including dismissal.

You may be required to remove any social media content that the school consider to constitute a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.

Where this policy requires you to disclose matters from your personal life, the school will consider the circumstances and context of each matter before determining whether any further action is required.



WHISTLEBLOWING POLICY

Based on the HfL Model Policy, Dec 2023

1. Introduction

The aim of this policy is to encourage employees and others who have serious concerns about any aspect of the school to voice those concerns and feel secure in doing so.

It is important that any fraud, misconduct, or wrongdoing is reported and properly dealt with. We encourage all individuals to raise any concerns they may have about the conduct of others or the way in which we operate.

We are committed to the principles of honesty and integrity. A culture of openness and accountability is critical to ensuring these values are authentically lived by.

This policy applies to all employees, workers, agency staff, contractors, service providers, volunteers, and governors.

This policy does not form part of any employee's contract of employment, and it may be amended at any time.

2. Scope

If an employee's concern relates to how they have been treated this should be raised under the grievance or bullying and harassment policies.

The whistleblowing policy will not replace any existing policies or procedures. If misconduct is discovered as a result of any investigation under this policy our disciplinary policy will be used.

We encourage individuals to disclose any concerns they may have regardless of whether they are covered by this or another policy.

3. What is whistleblowing?

Whistleblowing means the reporting of information which relates to actual or suspected wrongdoing. This is called a "qualifying disclosure".

Qualifying disclosures are disclosures of information where the worker reasonably believes (and it is in the public interest) that one or more of the following matters is either happening, has taken place, or is likely to happen in the future:

- a criminal offence
- the breach of a legal obligation
- a miscarriage of justice
- a danger to the health and safety of any individual
- damage to the environment
- the deliberate attempt to conceal any of the above.

If a worker is going to make a disclosure it should be made to the employer first, or if they feel unable to use the organisations procedure the disclosure should be made to a prescribed person (e.g. Head teacher, Chair of Governors, Trustees), so that employment rights are protected.

It is not necessary for a whistle-blower to have proof of such an act for the protections of this policy to apply.

Potential whistle-blowers are encouraged to seek support from a senior manager or their trade union representative if they are unsure whether to make a disclosure or to access support in making a disclosure, regardless of whether it is qualifying or not.

4. Protections for whistle-blowers

This policy has been written to take account of the Part IVA of the Employment Rights Act 1996 which protects workers making protected disclosures.

A qualifying disclosure made to the worker's employer is a protected disclosure. A qualifying disclosure made by a worker under this policy will also be a protected disclosure.

A whistle-blower who makes a protected disclosure has the right not to be dismissed (if they are an employee) or subjected to any other detriment, because they have made a protected disclosure.

Dismissing, or subjecting a whistle-blower to any other detriment for raising a protected disclosure will be a disciplinary offence.

We will not determine that anyone should cease to work at the school on the basis that they have made a qualifying disclosure in accordance with the law and this policy.

Whistle-blowers may seek support and advice from organisations such as the whistle blowing charity Protect (<https://protect-advice.org.uk> /020 3117 2520) or ACAS (www.acas.org.uk).

5. Obligations for the whistle-blower

An instruction to cover up wrongdoing is in itself a disciplinary offence. A whistle-blower who is told not to raise or pursue any concern, even by a person in authority, should not agree to remain silent.

Whistleblowing to an external agency without first using the procedure below may be considered a breach of our Code of Conduct.

It is not appropriate to whistle blow to the media except in limited circumstances and where those circumstances do not apply such whistleblowing may be considered gross misconduct.

Maliciously making a false allegation is a disciplinary offence.

6. Confidentiality

We encourage individuals to voice their concerns openly. If anyone wishes to raise concerns confidentially, we will make every effort to keep their identity secret.

The person(s) to whom the disclosure is made will consult with the whistle-blower before divulging their identity to any party, including an investigator.

We do not encourage anonymous disclosures as this may make it harder to establish the credibility of an allegation and may make investigation difficult or impossible. Anonymous concerns will be taken seriously and investigated as far as is possible under this policy.

7. Our commitment

Any matter raised under this policy and procedure will be investigated thoroughly, promptly, and confidentially.

Whilst the person carrying out the investigation will aim to keep the whistle-blower informed of the progress of the investigation and likely timescales, sometimes the requirement for confidentiality will prevent full information about the investigation and any consequential disciplinary action from being disclosed.

8. Obligations for the Governing Board

An appropriate representative (headteacher or the governor named in section 11 (the named Governor)) will inform Hertfordshire County Council as the maintaining authority of any qualifying disclosures at the earliest opportunity.

Concerns regarding financial irregularity will be reported to the Shared Internal Audit Service (SIAS); where concerns relate to child protection these will be handled in keeping with the relevant policy of the school and reported to the Local Authority Designated Officer (LADO) where the threshold is met.

9. Whistleblowing procedure

9.1. Stage 1 – Disclosure

You should initially raise your concern with your line manager. You may do this orally or in writing. Your line manager should then inform the headteacher of the concern.

If the concern relates to your line manager or any person to whom you report (other than the headteacher) you should raise the issue with the headteacher.

If the concern relates to the headteacher, you should raise this with the named governor, (eg Chair of Governors).

9.2. Stage 2 – Investigation

The headteacher will arrange an investigation into the concerns raised, unless the concern relates to the headteacher, in which case the investigation will be arranged by the named governor. This will take place as soon as is reasonably practicable.

The investigation may involve you and other individuals involved meeting with the investigator and giving a written statement.

At any investigatory meetings you are entitled to be accompanied by a recognised trade union representative or a work colleague.

9.3. Stage 3 – Report to Headteacher/Governors

The investigator will report to the person who arranged the investigation before any further action is taken. That person will decide on potential outcomes including, but not limited to:

- invoking our disciplinary process, or other relevant policy
- referral to the police, Hertfordshire County Council department, government department or regulatory agency
- no further action.

On conclusion of any investigation, you will, as far as is practicable and where it is reasonable to do so, be told the outcome of the investigation and what the headteacher/ named governor has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

9.4. Stage 4 – Escalation

If, on conclusion of stages 1, 2 and 3 you believe that the appropriate action has not been taken, you should report the matter to the proper authority. The Public Interest Disclosure (Prescribed Persons) Order 2014 (as amended) sets out a number of bodies prescribed by the Secretary of State to which qualifying disclosures may be made. In order for the report to one of these bodies to be a protected disclosure, you must reasonably believe that the matter falls within the matters covered by that body. You must also reasonably believe that the information disclosed, and any allegations contained in it, are substantially true.

These bodies include:

- the Financial Conduct Authority (formerly the Financial Services Authority)
- the Health and Safety Executive
- the Environment Agency
- His Majesty’s Chief Inspector of Education Children’s Services and Skills
- the Secretary of State for Education
- the Office of Qualifications and Examinations Regulation.

A full list can be obtained from the charity, Protect or the BEIS (Department for Business, Energy and Industrial Strategy) list on the www.gov.uk website. The DBEIS list contains a description of the type of matter covered by each prescribed body. Alternatively, you may contact their professional association or trade union representative for guidance.

10. Data Protection

When you make a disclosure, the headteacher/named governor will process any personal data collected in accordance with our data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

11. Contacts

Our appointed Governor for this purpose is: Mr Steve Hammond (Chair of Governors).

The independent whistleblowing charity: **Protect**

Web address : [Protect - Speak up stop harm - Protect - Speak up stop harm \(protect-advice.org.uk\)](http://protect-advice.org.uk)

Helpline [020 3117 2520](tel:02031172520)

E-mail: whistle@protect-advice.org.uk



Comment on Private Fostering

Although All Saints' School does not usually become involved in pupil exchanges with other schools, we need to be aware that placing children with families other than their own can constitute a "Private Fostering" arrangement. Many families do not realise it is a legal requirement that the parent or carer notify the Local Authority such an arrangement is in place, in order for the LA's Friends and Family Fostering Team to be able to provide the necessary support to ensure that the child is well cared for, safe and thriving.

Any staff member that is made aware of such an arrangement should ensure the DSL is informed and this information is recorded using CPOMS so that we can support the parents in meeting their legal obligation and provide any other signposting or support as may be required.



RESTRICTIVE PHYSICAL INTERVENTION IN SCHOOL

Based on the Model Policy for reducing the need for Restrictive Intervention in School, Dec 2022

CONTEXT

Hertfordshire schools and educational establishments are encouraged to use this framework and to adapt it to their own setting. It is advised that all schools should be familiar with this policy on reducing the need for Restrictive Interventions in schools.

This policy is written for schools or settings which have adopted Therapeutic Thinking Hertfordshire Steps which is the local authority's preferred approach to supporting positive behaviour management in schools and settings. The Therapeutic Thinking Steps approach forms part of the authority's behaviour strategy. It has been agreed through the SEND Executive and forms part of Hertfordshire's Local Offer.

Policy Review

This policy will be reviewed in full by the Governing Body no less than every 2 years.

The policy was last reviewed and agreed by the Governing Body in October 2025.

It is due for review before 31 October 2026 (up to 24 months from the above date).

This policy is recommended to be referenced within the school's Positive Relationships and Behaviour Policy; it will be part of a graded response, and needs to be agreed in consultation with staff, governor's parents/carers, and pupils. The behaviour policy should aim at improving educational outcomes for all pupils by promoting and supporting their engagement with education. It also connects to, and should be consistent with, policies on Health and Safety, Child Protection and Safeguarding and Equality Policy.

1. INTRODUCTION

At All Saints CE Primary School we believe that every child and young person has a right to be treated with respect and dignity, deserves to have their needs recognised and be given the right support. All school staff need to be able to safely manage behaviour and understand what a child (or young person) is seeking to communicate through difficult or dangerous behaviours.

Parents need to:

- know that their children are safe at school;
- be properly informed if their child is the subject of a restrictive intervention (including the nature of the intervention); and
- know why a restrictive intervention has been used.

This policy should be read in conjunction with:

- the Positive Relationships & Behaviour policy;
- the staff code of conduct (within this handbook);
- the child protection policy;
- the safeguarding response to children who go missing from education; and

- the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).

This policy is designed to reduce the incidents of, and the risks associated with restrictive interventions - and to eliminate unnecessary and inappropriate use of restraint.

National guidance

This policy is based on the principles set out in, and is prepared to supplement, Government guidance:

- DfE: Guidance on Use of Reasonable Force July 2013: <https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>
- DfE and DHSC: Reducing the need for restraint and restrictive intervention, July 2019: <https://www.gov.uk/government/publications/reducing-the-need-for-restraint-and-restrictive-intervention>
- DfE: Keeping Children safe in Education, September 2024: [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education)
- DfE: mental health and behaviour in schools November 2018: <https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>
- DfE: Behaviour in Schools. Advice for head teachers and school staff, September 2022: [Behaviour in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/behaviour-in-schools)

We are aware that the Government recently launched a review of guidance for the use of reasonable force in schools. Once any changes/updates are finalised to national guidance, this policy will be reviewed to ensure it remains compliant.

The use of restrictive intervention will only be needed for a very small minority of children or young people. We know that the use of restraint and restrictive interventions are traumatising and this particularly so for children, who are still developing both physically and emotionally. We know that the use of restraint and restrictive interventions can be traumatic - and have long-term consequences on the health and wellbeing of children and young people. It can also have a negative impact on staff who carry out such interventions.

Children and young people with learning disabilities, autistic spectrum conditions or mental health difficulties may react to distressing or confusing situations by displaying behaviours which may be harmful to themselves and others and are at a heightened risk of restrictive interventions. Wherever possible, restrictive interventions should be avoided and proactive, preventative, non-restrictive approaches adopted.

Whenever considering restrictive interventions, the key question for everyone involved with children and young people whose behaviour is difficult or dangerous should be: -

“What is in the best interest of the child and/or those around them in view of the risks presented?”

A positive and proactive approach to behaviour

We operate a clear behaviour policy for meeting children and young people’s individual needs, promoting positive relationships and emotional wellbeing.

Behavioural difficulties may signal a need for support and it is essential to understand what the underlying causes are. For example, a child or young person may exhibit such behaviours as a result of a medical condition or sensory impairment, previous trauma or neglect, or be exacerbated by an unmet need or undiagnosed medical condition. Behavioural difficulties may also reflect the challenges of communication, or the frustrations faced by children and young people with learning disabilities, autistic spectrum conditions and

mental health difficulties - who may have little choice and control over their lives. Children and young people with behavioural difficulties need to be regarded as vulnerable rather than troublesome and schools have a duty to explore this vulnerability and provide appropriate support.

Behaviour that escalates and becomes difficult or dangerous may result from the impact of a child or young person being exposed to challenging or overwhelming environments, which they do not understand, where positive social interactions are lacking, and / or personal choices are limited. Children and young people exhibiting difficult or dangerous behaviours need support and differentiation of teaching and learning to have their needs met and to develop alternative ways of expressing themselves that achieve the same purpose but are more appropriate.

We use behaviour analysis to understand children and young people's needs and the causes of poor emotional wellbeing.

By anticipating situations that may cause distress, and agreeing the steps to address them, whilst assessing, managing and reducing risk it is possible to reduce the use of restraint or restrictive intervention.

We aim to reduce restrictive practices by the proactive use of risk reduction plans drawn up with the involvement of the child(ren) (or young person) and their parents. Co-produced risk reduction plans aim to better understand the experiences of parents and children as well as the agree the steps that should be taken to avoid escalation and promote emotional wellbeing.

Our Behaviour policy sets out the steps we will take as a school to ensure that we comply with the provisions of the Equality Act 2010.

2. DEFINITIONS

The term **child** refers to all children and young people under the age of 18.

The term **physical intervention** is used to describe contact between staff and a child (or children) where no force is involved. (e.g. comfort, affirmation, facilitation)

The terms **restrictive intervention** and **restraint** are used interchangeably in this policy to refer to:

- planned or reactive acts that restrict an individual's movement, liberty and/or freedom to act independently; and
- the sub-categories of restrictive intervention using force or restricting liberty of movement (or threatening to do so).

In this policy restrictive interventions and restraint can include, depending on the circumstances:

- **Physical restraint:** a restrictive intervention involving direct physical contact where the intervener's intention is to prevent, restrict, or subdue movement of the body, or part of the body of another person.
- **Restricting a child or young person's independent actions,** including removing auxiliary aids, such as a walking stick, or coercion, including threats involving use of restraint to curtail a child or young person's independent actions.
- **Mechanical restraint:** the enforced use of mechanical aids such as belts, cuffs and restraints forcibly to control a child or young person's individual movement.
- **Withdrawal:** removing a child or young person involuntarily from a situation which causes anxiety or distress to themselves and/or others and taking them to a safer place where they have a better chance of composing themselves. We also refer to this concept below as Imposed Withdrawal.

- Forceable seclusion: supervised confinement and isolation of a child or young person, away from others, in an area from which they are prevented from leaving, where it is of immediate necessity for the containment of severely dangerous behaviour which poses a risk of harm to others.

Although it may not be necessary to make physical contact in cases of Withdrawal (Impose Withdrawal) or Forceable seclusion, these are still regarded as forms of restrictive intervention.

The term **difficult** used throughout this policy refers to behaviour that a child or young person displays that does not cause harm or injury. Staff may find these behaviours challenging.

The term **dangerous** used throughout this policy refers to behaviours that cause evidenced injury to self or others, damage to property, or committing a criminal offence.

The term **'parent'** used throughout this policy refers to all those with parental responsibility, including parents and those who care for the child (as defined in section 576 of the Education Act 1996). Where there is a Care Order in force (within the meaning of section 31 of the Children Act 1989), the local authority has the power to restrict the exercise by the child's parents of their parental responsibility, if the welfare of the child so requires.

3. ACCEPTABLE FORMS OF PHYSICAL INTERVENTION

There are occasions when it is entirely appropriate and proper for staff to have contact or physical intervention with children or young people; however, it is crucial that this is appropriate to their professional role and in relation to the child's individual needs.

Occasions where staff may have cause to have physical intervention with a child may include:

- To comfort a child in distress (so long as this is appropriate to their age).
- For affirmation/praise (such as shaking hands, or gentle pat on the back).
- To gently direct a child or young person.
- For curricular reasons (for example in PE, Drama, etc).
- First aid and medical treatment.
- In an emergency to avert danger to the child.

Not all children feel comfortable with certain types of physical contact; this should be recognised and, wherever possible, adults should seek the child's permission before initiating contact and be sensitive to any signs that they may be uncomfortable or embarrassed.

Staff should acknowledge that some children are more comfortable with touch than others and/or may be more comfortable with touch from some adults than others. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact and/or form of communication which is acceptable to the child.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with a child, in one set of circumstances, may be inappropriate in another, or with a different child. In all situations where physical contact between staff and children takes place, staff must consider the following:

- The child's age and level of understanding.
- The child's individual characteristics and history.

- The duration of contact.
- The location where the contact takes place (it should not take place in private without others present).
- The purpose of the physical contact.

It is often appropriate for children to be given some physical contact and comfort, but this must always be offered with the following caution:

- Ensure there are other adults around and staff should be prepared to be accountable to them.
- Do not show favour to individual children.
- The area between a child's waist and mid-thigh or near the chest should not be touched in normal circumstances
- Where a child tries to become physically closer than appropriate, it is important they do not feel rejected, but are gently guided to a more appropriate behaviour by a positive suggestion.
- Cuddles/hugs should be short and side by side.
- Never kiss a child, and do not encourage children to kiss adults other than their parents.
- A school-age child should only sit on an adult's knee for a short time and for a specific reason such as following an injury, and not too close to the body.
- For younger children in EYFS, there is a greater need for a more nurturing environment where it may be more appropriate for closer physical contact during some activities. The above cautions still apply, except that sitting on a knee, or longer cuddles may be more acceptable.
- Where children require help with changing or toileting, the dignity of the child must be respected.
- Great care must be taken to ensure that all physical contact is specifically and only for the purpose of the operation being carried out.
- Children with additional needs that may require specific physical contact should have this identified in their medical plan or SEND plan.
- Wherever a member of staff feels uncomfortable about the way in which a child or staff member is using or abusing physical contact, even if this concern is small or uncertain, this must be immediately discussed with a DSL (and may be considered a Low-Level Concern).

Physical intervention must not become a habit between a member of staff and a child. Physical intervention should always be in the child's best interest and staff must have an awareness of children and young people who may not have secure primary attachments. Staff must have an awareness of the need to differentiate physical intervention to ensure that children or young people are able to distinguish and separate the attachment to staff (who are transient adults in their life) from the primary attachment to key adults such as parents and siblings.

Physical contact must never be used as a punishment, or to inflict pain. All forms of corporal punishment are prohibited. Physical contact **must not** be made with the child or young person's neck, breasts, abdomen, genital area, or any other sensitive body areas, or to put pressure on joints.

Safer working practice

To reduce the risk of allegations, all staff should be aware of safer working practice and should be familiar with the guidance contained in the staff handbook / school code of conduct / staff behaviour policy and Safer Recruitment Consortium document, **Guidance for safer working practice for those working with children and young people in education settings (February 2022):**

[Guidance for Safer Working Practice Document \(Safer Recruitment Consortium\) - Feb2022](#)

4. RESTRAINT OR RESTRICTIVE INTERVENTIONS

Restraint or restrictive interventions may be used when all other strategies have failed, and therefore only as a **last resort**. All staff should focus on promoting a positive and proactive approach to behaviour and emotional wellbeing, including de-escalation techniques (appropriate to the child), to minimise the likelihood of, and avoid the need to use, restraint.

There will, however, be times when the only realistic response to a situation will be a planned restraint or restrictive intervention

Before implementing a planned restraint or restrictive intervention it is necessary to undertake a careful risk assessment. This will need to include a record of the child's needs (including their vulnerabilities, learning disabilities, medical conditions and impairments), evidence of the risks to self and others (Annex 4 – Audit of need) and the extent to which a restrictive intervention would be in the child's best interests.

If it is necessary to undertake a restrictive intervention, then staff should employ the planned and agreed approaches/techniques as set out in the child's individualised risk reduction plan (Annex 3 – Therapeutic Plan / Risk Reduction Plan).

The planned intervention will be based on the following principles: -

- The assessment of risk to safeguard the individual or others i.e. restraint will only be used where it is necessary to prevent the risk of serious harm, including injury to the child, other children, staff or the or the school community (as opposed to if no intervention or a less restrictive intervention was undertaken).
- An intervention will be in the best interests of the child - balanced against respecting the safety and dignity of all concerned.
- Restraint will never be used to force compliance or with the intention of inflicting pain, suffering or humiliation.
- If restraint is appropriate then techniques used will be reasonable and proportionate to the specific circumstances and risk of seriousness of harm; they will be applied with the minimum force needed, for no longer than necessary, by appropriately trained staff.
- When planning support and reviewing any type of planning document that references restraint or restrictive interventions (such as risk reduction plans) children, parents and where appropriate (for example, where the child or parent/carer wants it) advocates should be involved.

In an emergency such as a child running into a road, or a child attacking a member of staff and refusing to stop when asked, then reasonable force may be necessary. This would be an unplanned intervention which: -

- requires professional judgement to be exercised in difficult situations, often requiring split-second decisions in response to unforeseen events or incidents where trained staff may not be on hand.
- will include judgements about the capacity of the child at that moment to make themselves safe.
- requires responses which are reasonable and proportionate and use the minimum force necessary in order to achieve the aim of the decision to restrain.

An unplanned intervention should trigger a multidisciplinary discussion to look at what support is needed to reduce the risk of future incidents. Staff should update and/or implement a new risk reduction plan depending on the circumstances of the unplanned incident.

Staff should not be expected to put themselves in danger and that removing other children and themselves from escalating situations may be the right thing to do. We value staff efforts to rectify what can be very difficult situations and in which they exercise their duty of care for all children or young persons.

The circumstances when reasonable force may be used will need to meet the following criteria: -

- To prevent a child from committing a criminal offence (this applies even if they are below the age of criminal responsibility)
- To prevent a child from injuring themselves or others
- To prevent or stop a child or young person from causing serious damage to property (including their own property)

Legal defence for the use of force is based on evidence that the action taken was:

- Reasonable, proportionate and necessary

Staff should have reasonable grounds for believing that restraint is necessary to justify its use. They should only use restraint where they consider it is necessary to prevent serious harm, including risk of injury to the child or young person or others. Staff should use their professional judgement to decide if restraint is necessary, reasonable and proportionate.

Since children are developing both physically and psychologically this makes them particularly vulnerable to harm. The potentially serious impact of restraint on their development requires that the child's best interests is the paramount consideration when reaching a decision on whether to, and how to, restrain a child. However, this does not mean that the child's best interests automatically take precedence over other considerations such as other people's rights, but they must be given due weight in the decision.

Deprivation of liberty or segregation

Deprivation of liberty is unlawful – unless sanctioned by process of law (Mental Health Act 1983, Mental Capacity Act 2005 – Deprivation of Liberty Safeguards) and / or by way of court order (inherent jurisdiction – or s16 Mental Capacity Act Order);
Mental Capacity Act Code of Practice:

<https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>

5. ASSESSING AND MANAGING RISKS

Staff will use the minimum force needed to gain safe outcomes.

Restrictive intervention which have any of the following 3 effects are wholly inappropriate:

- If there is a negative impact on the process of breathing
- The child feels pain as a direct result of the technique
- The child feels a sense of violation.

Clearly the use of a restraint technique that negatively impacts on a child's breathing presents a real risk of causing serious harm.

The following interventions have elevated risks and can result in a sense of violation, pain or restricted breathing and must be avoided:

- The use of clothing or belts to restrict movement
- Holding a person lying on their chest or back
- Pushing on the neck, chest or abdomen
- Hyperflexion or basket type holds
- Extending or flexing of joints (pulling and dragging)

The following can result in significant injury and must also be avoided:

- Forcing a child or young person up or down stairs
- Dragging a child or young person from a confined space
- Lifting and carrying
- Seclusion, where a person is forced to spend time alone against their will (requires a court order except in an emergency)

The principles relating to Restrictive Intervention are as follows: -

- Restrictive intervention will only be used in circumstances when one or more of the legal criteria for its use are met.
- Restraint or restrictive intervention is an act of care and control, not punishment. It is never used to force compliance with staff instructions.
- Staff will take steps in advance to avoid the need for restrictive Intervention through dialogue and diversion.
- The child will be warned, at their level of understanding, that restrictive intervention will be used unless they stop the dangerous behaviour.
- Staff will use the minimum force necessary to ensure safe outcomes.
- Staff will only use force when there are good grounds for believing that immediate action is necessary and that it is in the child's and/or other children's best interests for staff to intervene physically.
- Staff will be able to evidence that the intervention used was a reasonable response to the incident.
- Every effort will be made to secure the presence of other staff, and these staff may act as assistants and/or witnesses.
- As soon as it is safe, the restrictive intervention will be relaxed to allow the child to regain self-control.
- Escalation will be avoided at all costs.
- The age, understanding, and competence of the individual child will always be considered.
- In developing a risk reduction plan, consideration will be given to approaches appropriate to each child or young person's circumstance.
- Procedures are in place, through the pastoral system of the school, for supporting and debriefing children or young persons and staff after every incident of restrictive intervention, as it is essential to safeguard the emotional well-being of all involved at these times.

6. DEVELOPING A RISK REDUCTION PLAN IN ALL SAINTS CE PRIMARY SCHOOL

If a child is identified as presenting a risk that restraint or restrictive intervention may be required, a risk reduction plan will be completed. This plan will help the child and staff to avoid situations that escalate through understanding the factors that influence the behaviour and identifying the early warning signs in an effort to manage and reduce risk.

The plan will include the following elements, appropriate to the child and context: -

- Therapeutic Tree (Roots and Fruits) to explore the link between experiences, feeling and behaviours (Annex 1)
- Anxiety analysis to understand the factors that underlie or influence the behaviour as well as the triggers for it (e.g. staff, peers, activity, location etc. Annex 2)
- An understanding of the wider causes of behaviours - such as those that stem from medical conditions, sensory issues and unmet need or undiagnosed conditions.
- Recognition of the early warning signs that indicate that poor emotional wellbeing is beginning to emerge.
- Alternatives to restraint, including effective techniques to de-escalate a situation and avoid restrictive interventions.

- Details of the safe implementation of restraint, including how to minimise associated risks, particularly taking into account the growth and development of children and young people.
- Details of a communication plan with the children including for those who are non-verbal (including those with speech, language and communication needs).
- Co-produced with parents/carers and the child to ensure their views and experiences are considered.
- A dynamic risk assessment to ensure staff and others act reasonably, consider the risks, and learn from what happens.
- Explanation of how to record any planned or unplanned interventions.
- How to find the record in school of risk reduction options that have been examined and discounted, as well as those used (Annex 5).
- A Clear description stating at which point a restrictive intervention will be used
- Identification of key staff who know exactly what is expected and how to build positive relationships
- A system to summon additional support if needed
- Identification of training needs or unresolved risk factors

*[*A school may also need to take medical advice about the safest way to hold a child or young person with specific medical needs.]*

Please refer to the Annex for a risk reduction plan format.

7. TRAINING AND DEVELOPMENT OF STAFF

Guidance and training are essential in this area. We adopt the best possible practice in All Saints school and provide training for all staff at several levels including: -

- Awareness of issues for governors, staff and parents,
- Positive behaviour management - all staff
- Emotional well-being and trauma informed practices - all staff
- Managing conflict in difficult situations - all staff

Training and development play a crucial role in promoting positive behaviour and supporting those whose poor emotional wellbeing has the risk of becoming difficult or dangerous. Settings have a statutory responsibility to enable staff to develop the understanding and skills to support children and young people and help parents to secure consistent approaches.

Hertfordshire Steps is the foundation of our thinking and the umbrella that all other training sits within. Hertfordshire Steps training covers two distinct developmental areas:

“Therapeutic Thinking” (previously “Step On”) – (De-escalation training) It is considered best practice that all teachers, Teaching Assistants and Midday Supervisory Assistants complete this de-escalation training. Therapeutic Thinking / ‘Step On’ is a therapeutic approach to behaviour management, with an emphasis on consistency, on teaching internal discipline rather than imposing external discipline and on care and control, not punishment. It uses techniques to de-escalate a situation before a crisis occurs and, where a crisis does occur, it adopts techniques to reduce the risk of harm.

Principles of Restrictive Physical Intervention (previously “Step Up”) – (Restrictive intervention training) This provides training on elements of restrictive intervention (restraint) and personal safety. This training can

only be provided within services where staff have already completed Therapeutic Thinking / 'Step On' training and are still within certification. **Restrictive Physical Intervention training is only delivered where there is an identified need for an individual child who displays dangerous behaviour.**

Additional training should be tailored to take account of the needs of the children and young people being taught and/or cared for and the role of the specific tasks that staff will be undertaking.

8. RECORDING AND REPORTING

The use of a restraint or restrictive intervention, whether planned or unplanned (emergency), must always be recorded as quickly as practicable (and in any event within 24 hours of the incident) by the person(s) involved in the incident using CPOMS. The written record should include:

- the names of the staff and child or young persons involved;
- the type of restrictive intervention employed;
- the reason for using a restrictive intervention (rather than non-restrictive strategies);
- how the incident began and progressed, including details of the child 's behaviour, what was said by all those involved, and the steps taken to defuse or calm the situation;
- the degree of force used, how that was applied, and for how long;
- the date and the duration of the whole intervention;
- whether the child or young person or anyone else experienced injury or distress and, if they did, what action was taken.

All records should be open and transparent and enable consideration to be given to the appropriateness of the use of restraint.

Governing bodies and proprietors must ensure that they comply with their duties under legislation. They must also have regard to this guidance to ensure that the policies, procedures and training in their schools or colleges are always effective and comply with the law.

Governing bodies and proprietors should have a senior board level (or equivalent) lead to take **leadership** responsibility for their schools or college's restraint arrangement.

The nominated governor is: NAME: Mr Steve Hammond (Chair of Governors)

9. COMPLAINTS

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school or education setting's safeguarding arrangements.

Appropriate whistleblowing procedures, which are suitably reflected in staff training and staff behaviour policies, should be in place for such concerns to be raised with the school or college's senior leadership team.

If staff members have concerns about another staff member then this should be referred to the Headteacher. Where there are concerns about the Head Teacher, this should be referred to the Chair of Governors. Staff may consider discussing any concerns with the school's designated safeguarding lead and make any referral via them.

ANNEX. 1. Therapeutic Tree (Roots and Fruits)

Analysis tool to explore behaviours, feelings and experiences

Therapeutic Tree

Name	
Supporting Staff	
Date	
Review Date	

Anti-social / difficult / dangerous Behaviours

Pro- social behaviours

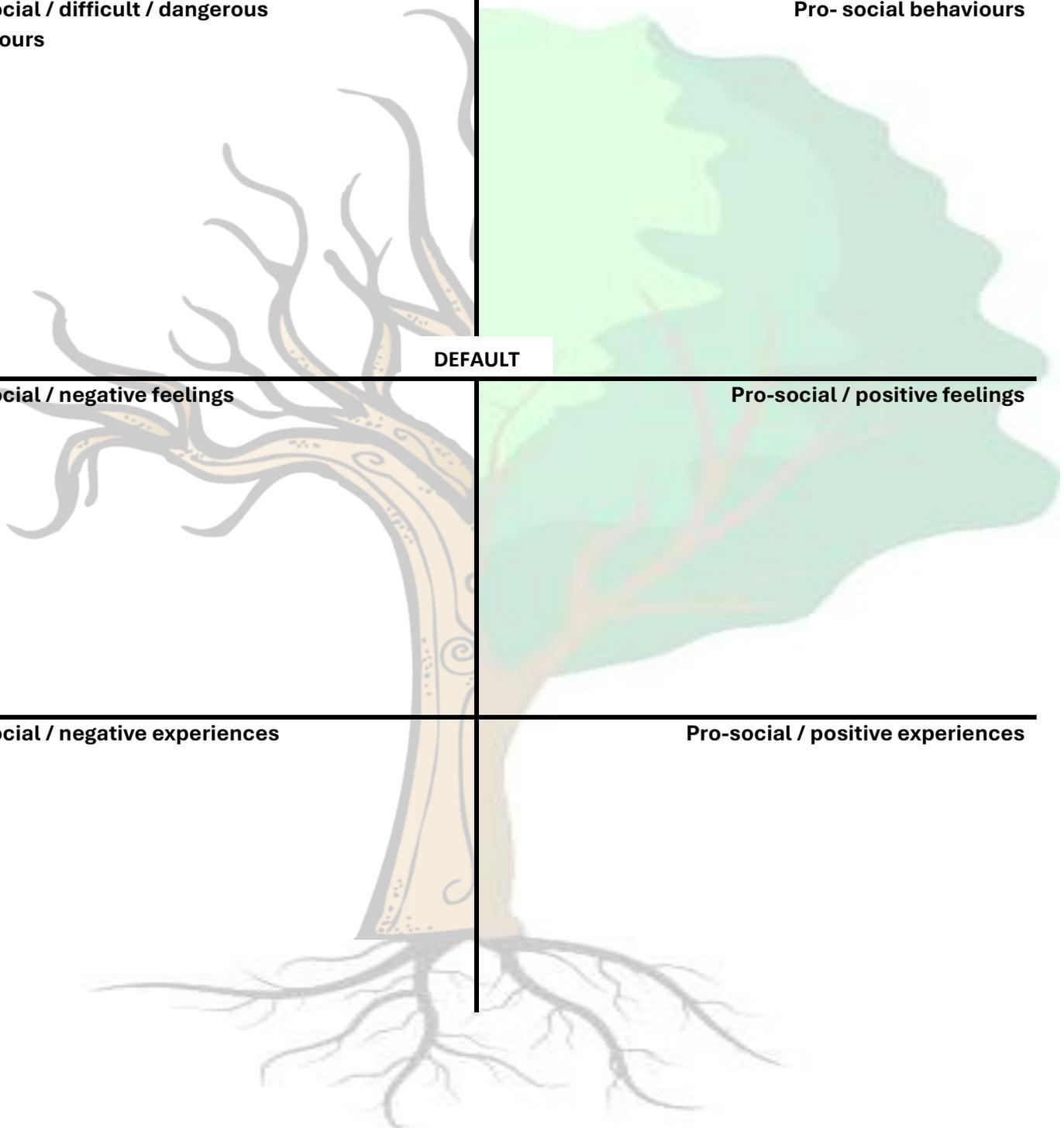
DEFAULT

Anti-social / negative feelings

Pro-social / positive feelings

Anti-social / negative experiences

Pro-social / positive experiences



Anxiety Analysis



Evidence of Differentiation

	Score	Predict Staff/Location/Activity/Peers/Time	Prevent Adaptations (including protective consequences)	Progress Adaptations (including educational consequences)
Increased Anxiety	+3 - +5	Unable to cope with: 1. 2. 3. 4. 5.	What will manage the over-anxiety: 1. 2. 3. 4. 5.	How will we teach and monitor the management of over-anxiety: 1. 2. 3. 4. 5.
	+2	Vulnerable to being unable to cope with: 1. 2. 3.	Monitoring needed: 1. 2. 3.	Adaptation or contingency needed: 1. 2. 3.
	0			
Increased dependency	-2	Vulnerable to being unable to cope without: 1. 2. 3.	Monitoring needed: 1. 2. 3.	Adaptation or contingency needed: 1. 2. 3.
	-3 - -5	Unable to cope without: 1. 2. 3. 4.	What will manage the over-dependency: 1. 2. 3. 4.	How will we teach and monitor the reduction of over-dependency: 1. 2. 3.

ANNEX 3 Risk reduction plan

For assessing and managing foreseeable risks for child or young persons who are likely to need Restrictive Intervention

Risk Assessment Calculator

Name	
DOB	
Date of Assessment	

Harm/Behaviour	Opinion Evidenced O/E	Conscious Sub-conscious C/S	Seriousness Of Harm A 1/2/3/4	Probability Of Harm B 1/2/3/4	Severity Risk Score A x B
Harm to self					
Harm to peers					
Harm to staff					
Damage to property					
Harm from disruption					
Criminal offence					
Other harm					

Seriousness	
1	Foreseeable outcome is upset or disruption
2	Foreseeable outcome is harm requiring first aid, distress or minor damage
3	Foreseeable outcome is hospitalisation, significant distress, extensive damage
4	Foreseeable outcome is loss of life or permanent disability, emotional trauma requiring counselling or critical property damage
Probability	
1	There is evidence of historical risk, but the behaviour has been dormant for over 12 months and no identified triggers remain
2	The risk of harm has occurred within the last 12 months, the context has changed to make a reoccurrence unlikely
3	The risk of harm is more likely than not to occur again
4	The risk of harm is persistent and constant

Risks which score 6 or more (probability x seriousness) should have strategies listed on next page

Individual Risk Reduction Plan

Name	DOB	Date	Review Date
------	-----	------	-------------

Photo	Risk reduction measures and differentiated measures (to respond to triggers)
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Pro social / positive behaviour	Strategies to respond
Anxiety / DIFFICULT behaviours	Strategies to respond
Crisis / DANGEROUS behaviours	Strategies to respond
Post incident recovery and debrief measures	

Signature of Plan Co-ordinator..... Date

Signature of Parent / Carer..... Date

Signature of Young Person.....Date.....

ANNEX. 4 Audited Need for identifying Restrictive Intervention or Restraint needs

Name:	DOB:	Age:
Sex / gender:	Cultural heritage:	Diagnosis (if known):
How well equipped is the school/setting to manage this inclusion (position in circles)? Summary of the risks posed to self and others by the behaviour of concern.		
Is the Therapeutic Tree / Roots and Fruits updated		
Experiences affecting the child		
Feelings affecting the child		
Physical characteristics (height, weight, physical differences)		
Additional risk factors (medical or emotional diagnosis or needs, substance misuse etc.)		
Any known developmental issues		
Communication differences (visual or hearing impairment, adaptive communication, any known sensory processing issues)		
Is the therapeutic plan / risk reduction plan updated?		
Context or triggers (high risk times, places, people activities)		
De-escalation options to use (unusual strategies that are effective)		
De-escalation options to avoid (common strategies that have proved ineffective)		
Principle of 'last resort' why may de-escalation be ineffective (triggers are hidden, difficulty in communicating)		
Staff matching (who is best to de-escalate, who is safest for involvement with RPI)		
Training needs (does anybody require additional training in de-escalation, RPI, Communication)		

JUSTIFICATION (what harm will be prevented at what level)
Environmental Risk Assessment (necessary changes chairs etc, limited access)
Student Shape (standing, seated on chairs, seated on the floor)
Adult shape (standing, kneeling, seated in chairs)
Destination technique (elbow tuck lone worker, elbow tuck figure 4, etc.)
Transitions (describe the messy bits, taking hold, letting go etc.)
What makes it safe? (reminders of detail)
What makes it effective? (reminders of detail)
Social validity (how will it feel for the child, how will it look to others)
How has the person (or their advocate) been consulted with and contributed to this assessment?
Protective consequences (limits to freedom to CONTROL risk of harm)
Educational consequences (how are we going to TEACH internal discipline)
Unresolved risk factors (issues for management)

ANNEX 5 – Restrictive Intervention Record Form

Student Name:	
----------------------	--

Location of Incident:	
------------------------------	--

D.O.B:	
---------------	--

Time and Date of Incident:	
-----------------------------------	--

Reporting Member of Staff:	
-----------------------------------	--

Justification for physical intervention (tick all that apply):	Predicted harm prevented by physical intervention with predicted levels (see Individual Plan) e.g. bruising to peers, lacerations, destruction of computer, 20 mins of geography lost for 15 child or young person's etc.)
To prevent harm to self	<input type="checkbox"/>
To prevent harm to other children	<input type="checkbox"/>
To prevent harm to adults	<input type="checkbox"/>
To prevent damage to property	<input type="checkbox"/>
To prevent loss of learning (see plan)	<input type="checkbox"/>

Incident Form/Book Complete	Y/N
------------------------------------	-----

Name(s) of additional staff witness:	Name(s) of additional student witness:

Medical Treatment / Injuries	Y/N
-------------------------------------	-----

Damage to Property	Y/N
---------------------------	-----

Unresolved Harm/ Details of damage to property (costs and details of harm to property and people including medical intervention):

Triggers:
Additional factors:

Management:	Comments:
How was the incident resolved?	
What were the Consequences? Protective and Educational	
Has student reparation/ de-brief taken place?	Y/N
Has staff de-brief taken place?	Y/N
Has the Risk Management plan been reviewed or updated?	Y/N
Was there Police involvement?	Y/N

Has there been Internal Exclusion / FTEX / PEX?	Y/N	
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Primary de-escalation techniques used
(please state order in which they were used)

Verbal advice and support		Offering services of other staff	
Calm talking		Informing of consequences	
Distraction		Taking non-threatening body position	
Reassurance		De-escalation script	
Humour		Clear instruction / warning	
Negotiation		Withdrawal from activity	
Offering choices and options		Diversion	

Number	Description of how technique was employed
1	
2	
3	
4	
5	

Restraint techniques including sequence of techniques, time and staff involved:

Time	Technique	Shape	Staff name

Duration of restraint:	Duration of incident:
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Is there any physical mark or harm caused by the use of restraint?	Y/N	Details:
Has the student indicated that this was caused by the use of physical intervention?	Y/N	Actions: <ul style="list-style-type: none"> • •

Incident reporting and monitoring	
Incident reported to: Head Teacher by:	
Parents / Carer informed by:	@
Student wellbeing verified by:	@
Staff wellbeing verified by:	@
Incident form completed by:	@

Verification of account of incident:		
Staff name	Staff signature	Date

Reporting staff name: _____ Signature: _____
Incident form coordinator
check signature: _____ Date: _____