

POLICY ON CARE AND CONTROL OF PUPILS

Greenmount Primary School



RECORD OF THE USE OF REASONABLE FORCE

Reference should be made to the School's Policy on Care and Control of Pupils (Paragraph 12. Recording) before completing this report form. This report should normally be completed as soon as practically possible after the incident.

Name of Pupil	_____	Registration Group/Class	_____
Date and Time of Incident	_____ am/pm	Place	_____
Reporting Staff	_____		_____
Staff Witnesses	_____		_____
Child Witnesses	_____		_____

1. RECORD OF INCIDENT

Reason why reasonable force was thought necessary:

Was the child concerned liable to injury? Yes / No

Were other children liable to injury? Yes / No

Were staff liable to injury? Yes / No

Was property about to be damaged? Yes / No

Was good order prejudiced? Yes / No

Other reasons: _____

1.1 Concise details of how the incident began, nature of pupil behaviour, the use of techniques other than physical control to defuse the situation, and measures taken to avoid harm to the pupil.

1.2 Description of physical intervention/control/restraint used, including the degree of force used, how that was applied, and for how long.

1.3 Record of any injuries to pupils/staff (a body map should be attached [LACPC Multi-Agency Policy, Guidance and Procedures]).

1.4 Record of any damage to property.

1.5 Measures taken to ensure that the pupil was calmed after the incident.

1.6 Signature _____

Time _____ **am/pm** **Date** _____

Report passed to _____ **Designation** _____

2. ACTION TAKEN BY HEADTEACHER/DEPUTY HEADTEACHER/SENIOR MANAGER

2.1 Name _____ Designation _____

2.2 Incident Book completed Yes / No

Signed by Headteacher Yes / No Head to initial action

Parents informed Yes / No

Incident discussed with pupil Yes / No

Time _____ Date _____

Other Professionals informed Yes / No

Name	Designation	Date Informed

2.4 Action Log (any other actions taken/follow up from other professionals etc)

Date **Summary of Actions/Reports**

APPENDIX A: SERIOUS INCIDENT BOOK SAMPLE

							Headteacher/Deputy/Governor		
Entry No	Date	Staff Signature	Time	Place	Name of Pupil (where appropriate)	Serious Incident	HS1	Filed	Signed