



# KING'S HOUSE SCHOOL

RICHMOND



Member of staff responsible:

Head

Date of policy review:

September 2025

Date of next review:

September 2026

Approved by SMT:

September 2025



## INTRODUCTION

**This policy applies to all children in the School including those in EYFS.**

The School's Safe Handling Policy is based on provisions contained in the Education and Inspections Act 2006 (Section 93) which gives all members of school staff, including volunteers, the legal power to use reasonable force. The DfE Guidance, Keeping Children Safe in Education (September 2025), Use of reasonable force (July 2013) and Use of reasonable force and other restrictive interventions in schools (February 2025), provides further advice and guidance on this issue.

These documents and this policy apply where any member of ~~the staff of the School~~ is on the premises of the School or elsewhere at a time when, as a member of its staff, s/he has lawful control or charge of the pupil concerned, for example, on a school trip.

The Act and guidance address when, where and how physical force can be used to restrain pupils and also give examples of other circumstances where it is considered reasonable to have physical contact with pupils. It is not illegal to touch a pupil. There are occasions when physical contact, other than reasonable force, is proper and necessary.

Failure to take appropriate action in certain circumstances may, in some cases, be seen as a breach of duty of care. In some cases, not intervening could lead to a claim of negligence, particularly if harm could have been prevented. Any decision to intervene must consider the circumstances and a member of staff would not be expected to intervene at the cost of his or her personal safety.

## WHAT IS REASONABLE FORCE?

The term "reasonable force" covers the broad range of actions used by staff at some point in their career that involve a degree of physical contact with pupils. Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm, through to more extreme circumstances such as breaking up a fight or where a pupil needs to be restrained to prevent injury. "Reasonable" means using no more force than is necessary.

The School may use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom. Restraint means to hold back physically to bring a pupil under control. It is typically used in more extreme circumstances, for example, if two pupils are fighting.



School staff should always try to avoid acting in a way that might cause an injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

### **WHEN CAN REASONABLE FORCE BE USED?**

Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property or from causing disorder. The decision on whether to intervene physically or not is down to the professional judgement of the member of staff. Some examples of situations when reasonable force can be used include:

- To remove a disruptive pupil who has refused to leave a room.
- To prevent a pupil behaving in a way that disrupts a school event, trip or outing.
- To prevent a pupil leaving a room where allowing them to leave would risk the safety of others.
- To prevent a pupil from attacking a member of staff or another pupil or to stop a fight.
- To restrain a pupil at risk of harming themselves.
- To search pupils for such items as knives, alcohol, stolen items, pornographic images.

### **PUPILS WITH SEND**

When using reasonable force, staff have a duty to make reasonable adjustments for disabled children and pupils with Special Educational Needs.

### **PUNISHMENT**

Force cannot be used as a punishment – it is always unlawful to do so.

### **COMMUNICATION WITH PARENTS OVER AN INCIDENT OF RESTRAINT**

If a member of staff has used restraint, they must inform a member of SMT. All instances of reasonable use must be recorded using the Restraint Incident Form at Annex A. The parents will also be informed of the incident.

### **COMPLAINTS**

If a parent makes a complaint about the use of reasonable force, it will be investigated promptly and appropriately. The School's Complaints Policy can be invoked.

The onus is on the person making the complaint to prove that their allegation is true – it is not for the member of staff to show that he/she has acted reasonably.



## **OTHER PHYSICAL CONTACT WITH PUPILS**

As stated, it is not illegal to touch a pupil. Below are some examples of where touching a pupil might be proper and necessary. Ideally consent should be sought prior to physical contact, although this may depend on the age of the child and the circumstances.

- Holding the hand of a child in line when moving around school or outside school.
- When comforting a distressed child.
- When a pupil is being praised or congratulated.
- To demonstrate how to use a musical instrument.
- To demonstrate techniques in PE and games.
- To administer first aid.
- To change a pupil when soiled or wet, particularly in Early Years. In this circumstance the staff member would inform another member of staff about the changing prior to carrying it out.

In EYFS and with younger children there are often cases which fall into the above categories.



**Annex A**

**King's House School  
Restraint Incident Record Form**

**Date of incident:** \_\_\_\_\_ **Time of incident:** \_\_\_\_\_

**Pupil Name:** \_\_\_\_\_ **Form:** \_\_\_\_\_

**Pupil DOB:** \_\_\_\_\_

**Member of staff involved:** \_\_\_\_\_

**Adult witnesses:** \_\_\_\_\_

**Pupil witnesses:** \_\_\_\_\_

**Outline events leading to restraint:** \_\_\_\_\_

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**Outline of incidents of restraint (including restraint method used):** \_\_\_\_\_

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**Outcome of restraint:** \_\_\_\_\_

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**Description of any injury(ies) sustained by pupil and any subsequent treatment:**

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**Date parent/carers informed of incident:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**By whom informed:** \_\_\_\_\_

**Outline of parent/carers response:** \_\_\_\_\_

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**Signature of staff completing report:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Head/Deputy Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of any subsequent inquiry/complaint or action:**

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