

Buildwas Academy

Head of School: Mrs L. Sherratt



Relationships, Communication and
Behaviour Policy
2026

Relationships, Communication and Behaviour Policy

Buildwas Primary Academy is a place where every person has the right to be themselves, to be included and to learn in a safe and happy environment. Everyone at our school is equal and treats each other with mutual respect and kindness. This is consistently upheld through our Values: Respect, Independence, Resilience, Kindness, Honesty and Courage.

Introduction:

Buildwas Academy is committed to creating an environment where positive relationships are at the heart of productive learning. Staff and pupils seek to ensure that our school is a safe and caring learning environment where all pupils are supported to develop and maintain healthy relationships, and to learn to take personal responsibility for their behaviours.

Buildwas Academy is a school that endeavours to make each child feel valued as an individual, within a community that cares. We recognise that our school has children from a diverse range of cultures, backgrounds and family types, who have a variety of learning styles and behaviours.

In all relationships in school, we model the school values of Respect, Independence, Resilience, Kindness, Honesty and Courage and we believe this creates an environment where pupils can flourish.

Legislation and statutory requirements:

This policy is based on advice from the Department for Education (DfE) on:

- Behaviour in schools
- The Equality Act 2010
- Supporting pupils with medical conditions at school
- Special Educational Needs and Disability (SEND) code of practice.
- Keeping Children Safe in Education
- RSE/PSHE Guidance

Relationship-Based Approach:

Our relationship-based approach incorporates three key ideas from inclusion philosophy:

Unmet Need: Behaviour communicates an unmet need. Therefore, to change behaviour, we must respond to the unmet need.

Individual Influences: Children's behaviour cannot be fully understood in isolation without considering their individual influences.

Relationship-based, restorative approaches offer an evidence-based alternative to zero-tolerance behaviour management systems.

In our relationship-based approach, we aim to:

- Provide an inclusive, safe and positive environment in which pupils can learn;
- Ensure all pupils develop personal confidence and have a voice that will be listened to;
- Ensure pupils develop personal resilience and understanding that difficulties can be overcome with the right solutions;
- Support pupils to develop skills in emotional self-regulation;
- Understand that often behaviour can be a form of communication which indicates an underlying need or difficulty.

In responding to the behaviour of pupils we aim to identify these needs so that appropriate provision can be planned and pupils can be equipped with the skills necessary to develop behaviour for learning.

- Link behaviour and emotional states to readiness for learning and ensure that pupils understand this link and can self-regulate;
- Engage pupils in a consistent dialogue from **all members of staff** with regards to behaviour;
- Provide individualised approaches to behaviour if and when required by pupils with neurodiverse or social and emotional needs;
- Create and maintain a positive and safe school climate where effective learning can take place and all pupils can grow socially, emotionally and academically, with mutual respect between all members of the school community, for belongings and the school environment

Our School Community will:

- Apply the guidance contained in this policy.
- Engage pupils in discussions about behaviour using emotional self-regulation approaches where appropriate.
- Report significant incidents to the senior leadership team and record them on CPOMS.
- Take responsibility for responding to the behaviour of pupils and take appropriate action.
- Promote positive behaviour through being good role models for others.
- Tackle any form of bullying in line with our anti-bullying and child protection policies.
- Actively promote an inclusive ethos throughout school.
- Seek support, if unsure, from key members of staff with expertise such as DSL/DDSLs, SENCo, counsellor support or our designated Mental Health Educational Practitioner.
- Adopt child-centred approaches by listening to pupils and considering their perspectives. These will include awareness of Attachment and Trauma Centred approaches.
- Report any incidents of discriminatory language.

Roles and Responsibilities of Staff:

- Consistently model the values of respect, independence, resilience, kindness, honesty and courage.
- Understand children's needs and how attachment and trauma can underpin behaviours that are displayed.
- Actively build trust and positive relationships with all children.
- Adults should listen respectfully to the pupil and make a judgement about how/when to respond.
- Maintain a calm and purposeful learning environment;
- Maintain clear and consistent boundaries with all children.
- Staff will teach children to understand their behaviours and how to regulate these; staff will use relationship-based, restorative approaches to support this.
- Take responsibility for the behaviour of all pupils around school, including during lunch and playtimes and deal appropriately with any incidents that occur.
- Monitor the behaviour of all pupils in class and report any significant incidents or concerns using the CPOM system.
- Use the language of emotional self-regulation to discuss behaviour for learning with children, encouraging pupils to reflect on how they can learn successfully and the support they need to do so;
- Ensure rewards are distributed consistently and inclusively by awarding children for demonstrating the school values of respect, independence, resilience, kindness, honesty and courage.

- Where pupils have a significant level of social, emotional or mental health needs, staff may complete a Boxall profile, individual plan and seek external agency advice with the support of the SENCo.

Roles and Responsibilities of Senior Leaders:

- To monitor the impact of this policy and review when required.
- Ensure staff have access to appropriate training and/or coaching regularly.
- Monitor any behaviour which may be causing concern across the school and take appropriate action to ensure that any impact on learning is minimized.
- Engage with families through person-centered planning approaches whereby the needs of the child are placed at the centre of all decisions made.
- The SENCo will coordinate with any external agency involvement which may be appropriate in meeting additional needs.
- Monitor pupil responses to this policy through the recording of significant incidents and analyse the impact on different groups of pupils to ensure that no specific group is unduly disadvantaged.

Zones of Regulation:

Every classroom (N – Y6) will display support posters (What Zone Are You In?) which shows a range of emotional states in different coloured zones, so children can regulate how they are feeling (see Appendix 1).

Pupils are explicitly taught to recognise their state of emotion and link these emotional states to their readiness to learn. Furthermore, all pupils are taught to apply different strategies in order to regulate their emotions, when needed, so that they are enabled to learn effectively and maintain good mental well-being.

Transition Points:

We would like the pupils of Buildwas Academy to move around the school with care, consideration and respect of each other and all adults in the school.

To achieve this:

Everyone has high expectations for all children and will challenge children if they are not making the right choices or moving around the school in the desired manner.

Children to walk in single file on the left-hand side of corridors

Staff to be prompt to welcome the children back from the playground at the end of play and lunchtime

Value Based Rewards:

There is a whole-school strategy in place for rewarding the efforts of pupils to demonstrate the core values: respect, independence, resilience, kindness, honesty and courage. (see Appendix 2).

- Values points will be awarded for demonstrating each of the school values.
- A weekly Celebration recognises children who have gone above and beyond in demonstrating our school values.
- Staff will reward individual pupils in class using personalised class rewards.

Structured Behaviour Approach:

We are aware that despite using a restorative approach to supporting pupils in our school, there may be times when a more structured approach is required to ensure consistency when managing behaviour across the school (see Appendix 4).

The following tables for pupils in EYFS and KS1/KS2 set out the strategies we will take to support the child and the additional support that will be put into place where required.

EYFS:

Behaviours	Strategy	Additional support required
STEP 1: Low level disruptive behaviour eg. off task, calling out, disrupting others	Redirection: Non- verbal response from an adult eg. shaking head, facial expression, moving something away from the pupil.	
STEP 2: Pupils behaviour in STEP 1 continues despite the strategies in place	Opportunity to change behaviour: Adult to engage with the pupil and find a reason why they are disengaged. Reminder of values and expectations.	
STEP 3: Pupils behaviour in STEP 2 continues despite the strategies in place. Pupils disrupt the learning of others, eg. throwing a rubber	Caution: Refer to 'What Zone Am I In?' and the strategies to support these. (Reception only) Further reminder of values and expectations.	Allow children appropriate time to apply personalised strategies to regulate their behaviour.
STEP 4: Pupils behaviour in STEP 3 continues despite the strategies in place. OR Significant behaviours such as fighting or swearing. OR Filtering and Monitoring incident.	Consequence Issued: Child moves name to the Yellow/Red card markers on the display. 3 minute time-out (Nursery) 5 minute time-out (Reception) A restorative conversation to take place as soon as possible with the adult dealing with the incident (EYFS classroom staff to deal with lunchtime incidents). Child moves name to the ice-cream cone display. Parent/Carer to be informed at collection or by telephone. If appropriate: ABC chart may be completed to identify any common themes or patterns for the child (see Appendix 3). Refer to 'What Zone Am I In?' and the strategies to support these. (Reception only) Further reminder of values and expectations. Incidents to be logged on Arbor.	Some pupils may have a specific educational need such as social/emotional need, ASD or ADHD. Strategies must reflect the need of the child. Any additional advice from external professionals must be in place for the child and evidenced through their EHCP if in place.
STEP 5: Pupils behaviour in STEP 4 continues despite the strategies in place. OR Severe behaviour involving intentional aggression or behaviour that causes harm or damage to property. OR Racial, sexual or child on child incidents. OR Significant Filtering and Monitoring incident.	Consequence Issued: A restorative conversation to take place as soon as possible with the adult dealing with the incident (EYFS staff to deal with lunchtime incidents). Incident must be logged on Arbor by the adult dealing with the incident. Parent/Carer to be informed and invited into school for a meeting to discuss the child's behaviour. If appropriate: Pupil to be removed from the situation by SLT. SLT intervention – incident may result in either an internal exclusion or fixed term exclusion. Incidents to be logged on Arbor. ABC chart may be completed to identify any common themes or patterns for the child (see Appendix 3). Refer to 'What Zone Am I In?' and the strategies to support these. (Reception only) Further reminder of values and expectations.	Some pupils may have a specific educational need such as social/emotional need, ASD or ADHD. Strategies must reflect the need of the child. Any additional advice from external professionals must be in place for the child and evidenced through their EHCP if in place. Re-integration meeting must take place following a suspension, and recorded on Arbor/CPOM (see Suspension and Exclusion Policy). Referral to outside agencies where appropriate eg. Play Therapy, Early Help, SEND services, Outreach

KS1/KS2

Behaviours	Strategy	Additional support required
<p>STEP 1: Low level disruptive behaviour eg. off task, calling out, disrupting others</p>	<p>Redirection: Non- verbal response from an adult eg. shaking head, facial expression, moving something away from the pupil.</p>	
<p>STEP 2: Pupils behaviour in STEP 1 continues despite the strategies in place</p>	<p>Opportunity to change behaviour: Adult to engage with the pupil and find a reason why they are disengaged. Reminder of values and expectations.</p>	
<p>STEP 3: Pupils behaviour in STEP 2 continues despite the strategies in place. Pupils disrupt the learning of others, eg. throwing a rubber</p>	<p>Caution: Refer to 'What Zone Am I In?' and the strategies to support these Further reminder of values and expectations.</p>	<p>Allow children appropriate time to apply personalised strategies to regulate their behaviour.</p>
<p>STEP 4: Pupils behaviour in STEP 3 continues despite the strategies in place. OR Significant behaviours such as fighting or swearing. OR Filtering and Monitoring incident.</p>	<p>Consequence Issued: Children to miss 10 minutes of break/lunch time. A restorative conversation to take place as soon as possible with the adult dealing with the incident (class teachers to deal with lunchtime incidents). Incident must be logged on Arbor by the adult dealing with the incident. Parent/Carer to be informed on the same day of the incident.</p> <p>If appropriate: Pupil to have time away from the situation in another classroom for no more than 10 minutes. ABC chart may be completed to identify any common themes or patterns for the child (see Appendix 3). Refer to 'What Zone Am I In?' and the strategies to support these Further reminder of values and expectations. Incidents to be logged on Arbor.</p>	<p>Some pupils may have a specific educational need such as social/ emotional need, ASD or ADHD. Strategies must reflect the need of the child.</p> <p>Any additional advice from external professionals must be in place for the child and evidenced through their EHCP if in place.</p>
<p>STEP 5: Pupils behaviour in STEP 4 continues despite the strategies in place. OR Severe behaviour involving intentional aggression or behaviour that causes harm or damage to property. OR Racial, sexual or child on child incidents. OR Significant Filtering and Monitoring incident.</p>	<p>Consequence Issued: Children to miss lunch time or reward time that is relevant to them. A restorative conversation to take place as soon as possible with the adult dealing with the incident. Incident must be logged on Arbor by the adult dealing with the incident. Parent/Carer to be informed and telephone or face-to-face conversation on the same day of the incident.</p> <p>If appropriate: Pupil to be removed from the situation. SLT intervention – incident may result in either an internal exclusion or fixed term exclusion. Incidents to be logged on Arbor. ABC chart may be completed to identify any common themes or patterns for the child (see Appendix 3). Refer to 'What Zone Am I In?' and the strategies to support these Further reminder of values and expectations.</p>	<p>Some pupils may have a specific educational need such as social/ emotional need, ASD or ADHD. Strategies must reflect the need of the child.</p> <p>Any additional advice from external professionals must be in place for the child and evidenced through their EHCP if in place.</p> <p>Re-integration meeting must take place following a suspension, and recorded on Arbor/CPOMs (see Suspension and Exclusion Policy).</p> <p>Referral to outside agencies where appropriate eg. Play Therapy, Early Help, SEND services, Outreach</p>

Restorative Conversation:

Staff are expected to be firm, calm and consistent and use the following approach when having a restorative conversation with a child following a behaviour incident.

1. Can you tell me what happened?
2. What were you thinking/feeling at the time?
3. What have you been thinking/feeling since it happened?
4. Who do you think has been affected by your actions? How are they affected?
5. What could you do now to help make things right?
6. How can we prevent this from happening again in the future?
7. What can I do to help you?

Pupil Support Systems

We implement a wide range of support systems for pupils who are having difficulty in achieving positive relationships. Some of these include the following:

- Support from SENCo
- Individual reward systems or tracking systems
- ELSA interventions with Pastoral lead
- What Zone Am I In?
- Peer support i.e. friendship circles, designated buddies, playground leaders or peer chaplains
- Comic strip conversations and social stories
- Sensory spaces and resources

Staff training

All staff access regular training in Zones of Regulation, restorative conversations, neurodiversity and trauma and attachment sensitive approaches. This equips them with the ability to discuss behaviour with individual children and find solutions that enable pupils to manage their own behaviour effectively and make good choices.

Relevant staff are also trained in the Crisis Prevention Institute (CPI) behaviour approach, to ensure safe, respectful and effective responses to behaviours which challenge, prioritising de-escalation and the child's wellbeing. If, as a last resort, positive handling is used as part of this strategy, parents/carers will be informed.

Working with families

At Buildwas Academy, we understand the importance of working together with families to ensure the best outcomes for our pupils. If the behaviour of individual pupils becomes a concern then we will meet with parents and/or carers at the earliest opportunity in order to plan effectively. If families require additional support, then we can offer this through the Early Help Assessment Tool.

Curriculum:

The school's RSE and PSHE curriculum is focused on healthy relationships and teaching the values of Respect, Independence, Resilience, Kindness, Honesty and Courage. All children will be educated through the school curriculum to understand these values.

Bullying:

Bullying behaviour will not be accepted or condoned. All forms of bullying behaviour will be addressed and dealt with quickly. For more information please see our Anti-Bullying Policy.

Exclusions:

In exceptional circumstances, when the behaviour of individual pupils, persists despite interventions or places others at risk of harm, exclusion procedures may be implemented. However, further action is always taken to ensure that plans are in place to meet the needs of these individual pupils. See Suspension and Exclusion Policy for further information.

Suspensions and Exclusions will be considered for breaches of the behaviour policy which puts the safety and welfare of others at risk, these include (but are not limited to):

- Physical assault against a pupil
- Physical assault against an adult
- Threatening behaviour
- Use or threat of use, or bringing an offensive weapon onto school site (such as kitchen scissors, knives)
- Racist abuse
- Persistent disruptive behaviour

Recording of Behaviour Incidents:

In all classes from Nursery to Year 6 incidents are recorded and logged on Arbor. This enables the Senior Leadership Team to be aware of incidents that have taken place and report to governors on these.

Incidents are tracked and monitored according to their category and nature of the incident which allows the Behaviour Lead to analyse the information and provide support where necessary.

Recording of Safeguarding Incidents:

All incidents of racist, sexualised and homophobic behaviour (including child-on-child abuse) should be recorded on CPOMs by staff and reported immediately to the safeguarding team.

The safeguarding team will regularly review any incidents of sexualised behaviour and identify and respond to any patterns.

Please see the Safeguarding and Child Protection Policy for further information.

Recording of Filtering and Monitoring Incidents:

Senso is the system used to alert the Senior Leadership Team (SLT) when a child has searched for an inappropriate term or has tried to access a filtered website. Senso identifies the individual pupil through their own personal logins. The following process is followed when a filtering and monitoring incident occurs:

- SLT will inform the class teacher of the incident (from the Senso notification).

- Class teacher investigates and has a restorative conversation.
Class teacher inform parents.

- Class teacher log on CPOMS for safeguarding or Arbor for behaviour related incidents using 'Filtering and Monitoring' category.

SLT also keep log of all incidents to identify patterns and trends and will act for repeat offenders.

Searches:

If a child is suspected of carrying a prohibited item in school, a Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL), of the same sex, will carry out a search with a witness (also of the same sex). The search can be carried out without parental consent. Prohibited items include: knives, tobacco products, alcohol, illegal drugs or stolen goods. These items can be confiscated.

During the search, children will not be asked to remove their clothes, other than outer clothing such as a coat or jumper.

For further information refer here: <https://www.gov.uk/school-discipline-exclusions/searches>

Restrictive Interventions, Reasonable Force and Seclusion

(April 2026 – Statutory Guidance)

Purpose

At this academy, we are committed to maintaining a safe, inclusive and respectful learning environment where positive relationships, early intervention and de escalation are prioritised.

The use of restrictive interventions, including reasonable force and seclusion, is rare, exceptional and always a last resort, used only to protect pupils and others from harm. Restrictive interventions are never used as punishment.

Definitions

For the purposes of this policy:

- Restrictive intervention – any action that prevents, restricts or subdues a pupil's movement, whether physical or non physical.
- Reasonable force – physical force used by staff to prevent a pupil from injuring themselves or others, committing a criminal offence, damaging property or causing serious disorder.
- Significant incident – an incident where force goes beyond normal physical contact and includes physical force used to implement a non physical restrictive intervention.
- Seclusion – a non disciplinary intervention involving keeping a pupil confined to a space away from others and preventing them from leaving.

When Restrictive Interventions May Be Used

Restrictive interventions may be used only where necessary to prevent serious harm and where other de escalation strategies have been attempted or are not viable.

Staff must consider:

- Necessity and proportionality
- The pupil's age, size, SEND, medical needs and vulnerabilities
- The likely impact on the pupil's physical and emotional wellbeing

Where possible, staff will communicate calmly with the pupil about what is happening and why, using appropriate communication methods.

Unacceptable Practice

The following practices are prohibited:

- Use of force as punishment
- Any restraint that restricts breathing or circulation
- Pressure to the neck, chest or abdomen
- Prolonged or unsupervised restraint or seclusion
- Use of seclusion as a disciplinary response

Seclusion

Seclusion is used only as a safety measure, not as a sanction.

When seclusion is used:

- The pupil is supervised at all times
- The space used is safe and non threatening
- The pupil is allowed to leave as soon as the risk reduces
- The incident is recorded and reported in line with statutory requirements

Seclusion is distinct from routine removal from class or time limited withdrawal used as part of the behaviour system.

Pupils with SEND

We recognise that pupils with SEND may be more vulnerable to restrictive interventions. The academy:

- Identifies triggers and unmet needs early
- Makes reasonable adjustments under the Equality Act 2010
- Uses individual behaviour support plans where appropriate

The presence of a behaviour support plan does not authorise the automatic use of restrictive interventions. Each incident must be justified on the circumstances at the time.

Recording and Reporting (Statutory Duties)

All significant uses of force, seclusion and restraint incidents (including non physical restraint) are:

- Recorded in writing as soon as practicable, normally the same day
- Logged in line with academy and Trust procedures

Parents/carers are informed as soon as practicable, normally the same day, following:

- Any significant use of force
- Any incident of seclusion or restraint

This applies even where restrictive interventions are referenced in a behaviour support plan.

Post Incident Support

Following any restrictive intervention:

- Pupil and staff wellbeing is prioritised
- A reflective debrief takes place
- Behaviour support plans are reviewed where appropriate
- Learning from incidents is used to reduce future need

Training and Oversight

Relevant staff receive training in:

- De escalation and preventative strategies
- Trauma informed and SEND aware practice
- Safe and lawful use of restrictive interventions

The academy operates in line with the Trust's Restrictive Interventions Policy and is accountable through local governance and Trust oversight.

Date: February 2026

Review Date: September 2026

<h3>Blue Zone</h3>  sad  bored  tired	<h3>Green Zone</h3>  happy  calm  focused
<h2>How are you feeling?</h2>	
 angry  scared  annoyed	 surprised  confused  worried
<h3>Red Zone</h3>	<h3>Yellow Zone</h3>

APPENDIX 2: School values and rules



OUR SCHOOL VALUES


RESPECT
caring how words and actions may impact others


INDEPENDENCE
being able to do things for yourself and make your own decisions


RESILIENCE
experiencing challenges and overcoming them


KINDNESS
being generous, friendly, helpful and thoughtful


HONESTY
being truthful in what you say and do


COURAGE
making good choices in the face of fear or obstacles



READY



WE ARE ALWAYS READY TO LEARN
WE LISTEN, WE ARE ORGANISED AND WE FOLLOW INSTRUCTIONS

RESPECTFUL



WE RESPECT EACH OTHER AND EACH OTHER'S PROPERTY

SAFE



WE KEEP OURSELVES AND EACH OTHER SAFE AND HAPPY WITH
KIND WORDS AND GENTLE HANDS

TRY YOUR BEST



APPENDIX 3: ABC Chart

Date/Time/Name of person observing behaviour	Antecedent (what was happening just before the behaviour happened?)	Behaviour (What the behaviour looked like)	Consequence (What happened after the incident? How was it dealt with?)

APPENDIX 4: Structured behaviour card

Things that will earn you a **GREEN CARD**

- Good listening
- Being polite
- Staying on task
- Being kind
- Being helpful
- Using your manners
- Being a good friend

This is not an exhaustive list and staff may issue a green card for other reasons.

Things that will earn you a **SILVER CARD**

- Being a fabulous friend
- Being a team player
- Demonstrating a positive attitude
- Being brave
- Demonstrating a growth mindset

This is not an exhaustive list and staff may issue a silver card for other reasons.

Children will receive a silver star sticker for their star chart. Once children have collected 10 silver stars, they will be able to claim a prize.

Things that will earn you a **GOLD CARD**

- Being extremely brave
- Being a phenomenal friend
- An extreme act of kindness
- Exemplary manners

This is not an exhaustive list and staff may issue a gold card for other reasons.

Children will receive a prize for a gold card – this may be in the form of a physical prize or dojos.

Things that will earn you a **YELLOW CARD**

- Rough play
- Leaving others out of games/ruining other people's games
- Not following instructions from staff
- Leaving the classroom or playground without permission
- Littering
- Running through the corridors

This is not an exhaustive list and staff may issue a yellow card for other reasons.

A yellow card will normally result in a partial loss of playtime or other form of "time out". This card only stays with the pupil until the consequence has been served. A second yellow card in the same day will result in a red card.

Things that will earn you a **RED CARD**

- Fighting
- Bullying
- Disrespecting staff
- Damaging property
- Causing danger to others (including staff)
- Bad language
- Offensive language
- 2 yellow cards in one day

This is not an exhaustive list and staff may issue a red card for other reasons.

A red card will normally result in a full loss of playtime or other privileges for the pupil. This may be for one or more days depending on the severity of the incident. Parents/carers will be notified of red cards on the same day.

Appendix 5 Staff Guidance

This guide explains **exactly what staff must do**, step by step, when a **restrictive intervention** (including reasonable force or seclusion) is used. It is aligned with **April 2026 statutory guidance** and the Trust's Arbor MIS setup.

This guide applies to **all staff**. Sections marked **SLT only** must be completed by a senior leader.

STEP 1: Manage the Situation Safely (In the Moment)

1. Use **de-escalation strategies first** wherever possible.
2. If safety is at risk, act to:
 - Protect the pupil
 - Protect others
 - Prevent serious damage or disorder
3. Use the **least restrictive intervention** for the **shortest possible time**.
4. Never use force as punishment.

Your priority is safety, dignity and wellbeing.

STEP 2: Check Welfare Immediately After

As soon as it is safe:

- Check the **wellbeing of the pupil**
- Check your own wellbeing and that of other staff
- Seek **medical support** if there is any injury or concern

If a pupil is distressed, ensure they are supported by a **trusted adult**.

STEP 3: Log the Incident on Arbor (Same Day)

You **must log the incident on Arbor** as soon as practicable, normally **the same day**.

How to log:

1. Go to **Students → Behaviour → Log Incident**
2. Select the correct **pupil**
3. Enter:
 - Date and time
 - Location
 - Factual description of what happened

Be clear, factual and professional. Avoid emotive language.

STEP 4: Complete Restrictive Intervention Fields

When logging the incident, you **must** complete the restrictive intervention section if force or seclusion was used.

Tick / complete:

- **Restrictive Intervention Used** = YES
- **Type of Intervention** (e.g. reasonable force, restraint, seclusion)


- **Duration** (approximate minutes)
- **Reason for Intervention** (select from dropdown)

 These fields are statutory – do not leave them blank.

STEP 5: Record Injuries (If Applicable)

If **any injury** occurred (even minor):

1. Complete the **Injury** section in Arbor
2. Indicate whether **medical attention was required**

 Not all injuries are safeguarding concerns, but **all must be recorded**.

STEP 6: Add Post-Incident Support

Record what support was provided, for example:

- Regulation support
- Time with a trusted adult
- Restorative conversation
- Adjustment to lesson or environment

This helps identify patterns and improve practice.

STEP 7: Notify a Senior Leader (Immediately)

You must **inform a senior leader** if:

- Reasonable force was used
- Restraint occurred (physical or non-physical)
- Seclusion was used
- A pupil or staff member was injured

SLT oversight is required by law.

STEP 8: Parent Notification (SLT Only)

Senior leaders are responsible for notifying parents.

Parents must be informed **as soon as practicable**, usually **the same day**, using the Trust template.

This applies even if:

- The intervention is part of a behaviour support plan
 - Parents are already aware of the pupil's needs
-

STEP 9: Reflect and Review

After the incident:

- Take part in a **debrief** if requested
- Reflect on triggers and strategies
- Contribute to reviewing behaviour support plans where appropriate

The purpose is **learning and prevention**, not blame.

STEP 10: When to Ask for Help

Ask for support immediately if:

- You are unsure whether an intervention was appropriate
- You feel shaken or distressed after an incident
- A pattern of incidents is emerging

Speak to:

- A senior leader
 - SENCo
 - DSL / DDSL (if safeguarding concerns arise)
-

Key Reminders for Staff

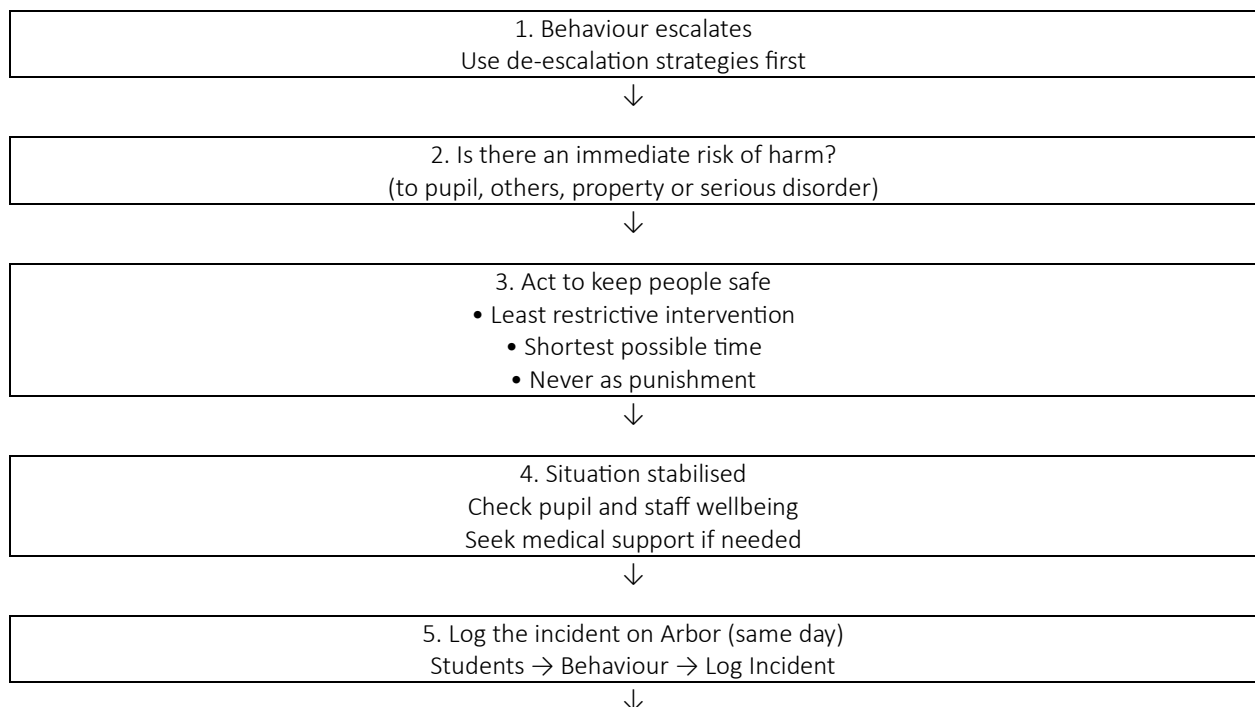
- ✓ Use relationships and de-escalation first
 - ✓ Act decisively when safety is at risk
 - ✓ Record clearly and promptly
 - ✓ Escalate to SLT
 - ✓ Parents must be informed (SLT responsibility)
-

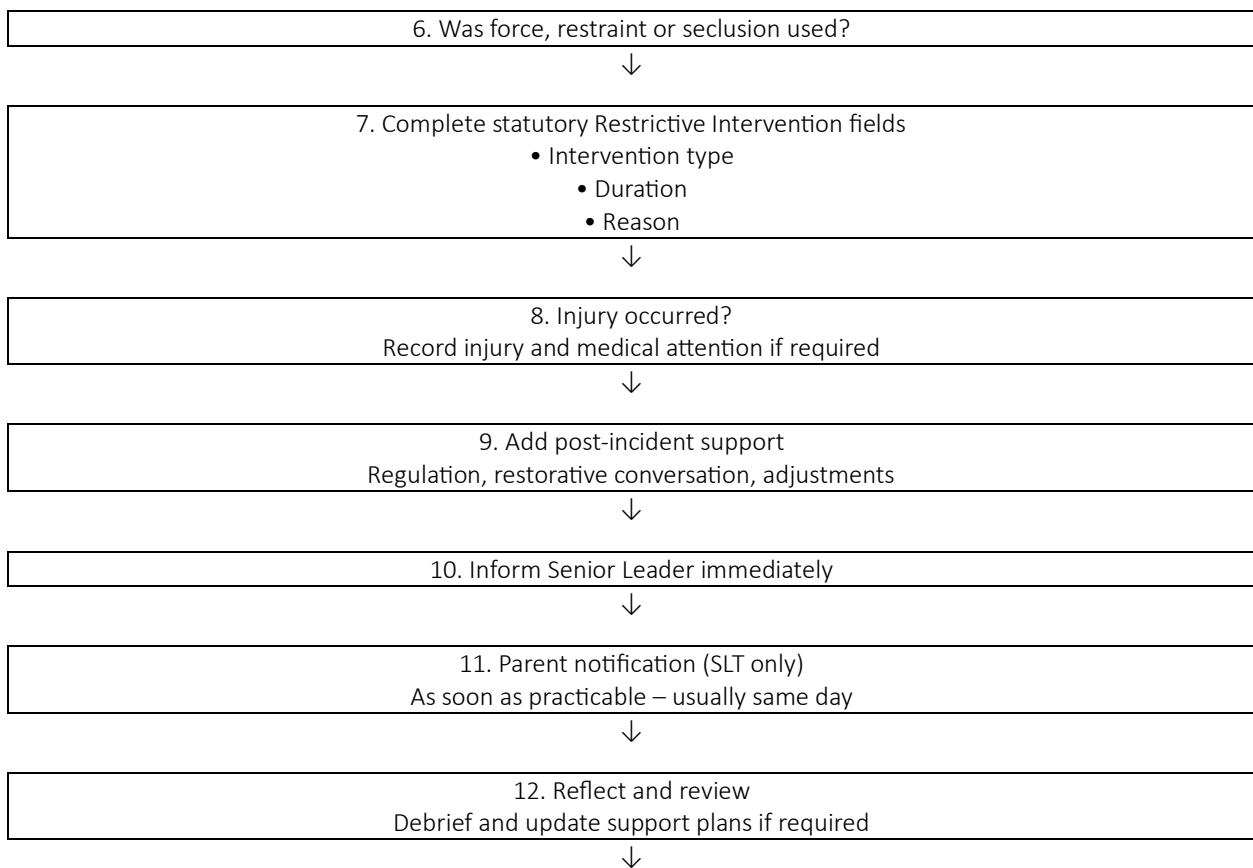
This guide must be read alongside the academy Relationships, Communication and Behaviour Policy and the Trust Restrictive Interventions Policy.

Appendix 6 Restrictive interventions Staff flow chart

Restrictive Interventions – Staff Flow Chart

What to do when reasonable force, restraint or seclusion is used





Key reminders: Safety first • Least restrictive option • Record same day • Escalate to SLT • Parent notification is statutory

Appendix 7 Parent letter to inform about Restrictive intervention

The Buildwas Academy Trust

Intervention report for Parents/Carers



We are writing to inform you that today your child was involved in an incident where a restrictive intervention was used. We understand that this may be concerning, and we want to explain clearly what happened and why.

What happened?

On [date], at approximately [time], an incident occurred at school which required staff to intervene to keep people safe.

Why staff intervened

Staff intervened because there was an immediate risk of harm. The action taken was assessed as necessary and proportionate at the time.

What a restrictive intervention means

A restrictive intervention is used only as a last resort to prevent harm. It is never used as a punishment and is used for the shortest possible time.

Your child's wellbeing

Your child was supported following the incident. [Include details of support provided].

Next steps

We will continue to work with your child to support positive behaviour and wellbeing. If appropriate, we will review support strategies to help prevent similar incidents in the future.

Contact us

If you would like to discuss this incident or have any questions, please contact Laura Sherratt, Head of School at the academy.

We value our partnership with parents and carers and are committed to supporting every child in a safe and caring environment.

Yours sincerely,

Laura Sherratt
Head of School
The Buildwas Academy