

INCIDENT HANDLING

These procedures were drawn up at a series of staff meetings in December 2009. All staff must follow the steps outlined below. It is hoped that consistency of practice will enable pupils to feel more secure and that staff will feel more empowered to manage challenging behaviour. At all times staff are assessing the situation and using their professional judgement to minimise risk to themselves, other pupils and the pupil involved in the incident. This risk assessment may entail departing from the suggested practice and procedures. At all times staff should remain calm and avoid shouting.

INCIDENT	MANAGEMENT
Out of class	<ul style="list-style-type: none"> Challenge and accompany back to class.
Swearing (general)	<ul style="list-style-type: none"> Reminder that it is not appropriate but do not be shocked Teach alternative strategies/words
Swearing or other verbal abuse to another pupil	<ul style="list-style-type: none"> Reminders re consequences (eg escalation of incident) Removal of main offender
Swearing or other verbal abuse to teacher	<ul style="list-style-type: none"> If attention seeking – ignore If angry ask to calm down and remove self from situation asking another staff member to take over.
Assault on pupil (mild)	<ul style="list-style-type: none"> Separate Remind of rules Remind of consequences Remove offender and/or encourage victim to remove themselves
Serious assault on pupil	<ul style="list-style-type: none"> Separate if safe to do so Get help – either go yourself or send another pupil Remove ‘audience’ Send protagonists home to calm down if it seems they cannot calm themselves in school Investigate when both parties calm and take appropriate action
Assault on staff	<ul style="list-style-type: none"> Call for help Remove pupil for minimum fixed term and consider permanent Call police to pursue charge of assault. Investigate and take action (normally fixed period exclusion)

	<ul style="list-style-type: none"> •
Smoking on site	<ul style="list-style-type: none"> • Tactical ignoring at time • If blatant say 'I see you are smoking' • If in front of other pupils ask to extinguish – refusal to comply = disobedience
Smoking off site	<ul style="list-style-type: none"> • Ignore
Dangerous behaviour in classroom Eg – throwing furniture/equipment; play fighting; fighting; threatening with weapon/equipment	<ul style="list-style-type: none"> • Assess situation from perspective of staff and pupils. AT ALL TIMES PERSONAL SAFETY IS PARAMOUNT • Call for help on radio • Open door to allow protagonist out – ensure route to exit is clear • Encourage protagonist to leave • If he will not go remove other pupils/self • Hand over to different staff member • Call Police if necessary
Dangerous behaviour out of class	<ul style="list-style-type: none"> • Call for help • Rule reminder, state consequences • Assess situation for personal safety • Remove non involved pupils – think about where? • Encourage protagonists outside or off site to calm down • Call emergency services if appropriate
Under influence of drugs	<ul style="list-style-type: none"> • Call carer to collect • Call ambulance
Out of class into another class	<ul style="list-style-type: none"> • Never open door to student from another class • Send intruders out • Call for on call. • Remove pupil to isolation or another free room to calm down • Investigate & take action
Touching staff	<ul style="list-style-type: none"> • If intimidating: tell pupil it is not allowed say 'stop'; send pupil out of room to on call, use radio. • If playful: tell pupil it is inappropriate; remind of rule hands and feet to self; point out consequences of doing it. • If requesting reassurance/comfort as distressed respond if staff member feels comfortable unless individual pupil risk assessment states otherwise. •

<p>Sexualised behaviour If abuse of power involved</p>	<ul style="list-style-type: none"> • Generally ignore and tell to stop – record • Isolation • Inform parents/carers • Ensure 1 at a time in toilets
<p>Failure to hand in prohibited items</p>	<ul style="list-style-type: none"> • Wand regularly • If items not seen tactically ignore • If seen confiscate – call parents/carers to collect or hold for one week • If pupil will not hand in when see call senior staff member to remove.
<p>Police on site – to arrest/interview (added 18.1.10)</p> <p>NB We try to cooperate, identify pupils etc but need to consider impact on other pupils.</p>	<ul style="list-style-type: none"> • Lisa to inform senior teacher on site • No arrest on site unless exceptional circumstances (advise to arrest at 3pm by garages) • In exceptional circs try to isolate pupil in staff area and exit via staff room fire door • If police want to interview pupil try and avoid • If unavoidable interview in plain clothes in staff room – avoid break and lunchtimes • If police turn up at gate senior member of staff on site to go outside and discuss out of site of pupils.