



Jigsaw CABAS® School – fulfilling potential

JIGSAW CABAS® SCHOOL

BEHAVIOUR MANAGEMENT POLICY

Prepared By: Emma Hawkins

Date Adopted: January 2008

Job Title: Director of Education

Status: Statutory

Authorised By: Kate Grant

Last Reviewed: September 2016

Job Title: Executive Head

Ratified by Governors: October 2016

Reviewed by: Emma Hawkins

Next Review: October 2017

Job Title: Director of Education

1. PURPOSE

- To provide a framework for pupils, teachers and parents on how behaviour is managed in school
- To provide a safe, calm and caring environment that facilitates learning
- To ensure consistency, fairness and clear expectations
- To support and reinforce caring and co-operative behaviour, and to discourage anti-social behaviour
- To enable pupils to develop social skills and moral values in the context of the school as a community
- To increase attendance and engagement in classes

2. BEHAVIOUR MANAGEMENT STRATEGIES

At the heart of the behaviour management policy is the principle of respect for oneself and others. We recognise pupil achievement and good behaviour that encourage a positive attitude.

2.1. CABAS®

Jigsaw School is a CABAS® School. CABAS® is an acronym for Comprehensive Application of Behaviour Analysis to Schooling. The CABAS® system is designed to approve desired behaviours rather than disapprove undesired behaviour; and the curriculum is designed to emphasise teaching through positive reinforcement. The CABAS® system uses the principles of positive reinforcement by identifying effective forms of reinforcement and the manipulation of intermittent and other schedules of reinforcement. The creation of pupil motivation is essential to the implementation of the principles of positive reinforcement within the CABAS® system. The school's behaviour guidelines are committed to ensuring that the pupils stay safe, enjoy and achieve, and achieve economic well-being.

A pupil with an autism spectrum disorder lacks communication skills. The principle aim of a verbal behaviour approach is to provide our learners with functional communication skills. The pupils are taught these skills so that they have the tools to communicate their needs (vocally, through sign, through PECS/ WECS (Picture/Word Exchange Communication System), through ProLoquo2Go® software on an iPad®/iPod® or gestures) rather than emitting an inappropriate behaviour.

There is regular communication between all the staff and the parents for each pupil to ensure consistency of approach.

2.2. Reinforcement

Teaching through positive reinforcement will provide strategies for preventing and “de-escalating” behaviours that precipitate the use of physical interventions.

There is a continuous focus on reinforcing appropriate behaviours. A wide range of positive tactics are used to increase appropriate behaviour (and therefore decrease the inappropriate behaviour), e.g. non-contingent reinforcement, differential reinforcement of other/alternate or incompatible behaviour and vicarious reinforcement (reinforcing other pupils for appropriate behaviour).

Further tactics are used to increase appropriate behaviour, such as teaching pupils skills in self-management, reinforcing them for following classroom rules and the use of behaviour contracts or home-school agreements.

2.3. Descriptive Analysis

A descriptive analysis is carried out to determine the function of the target behaviour. Once the function has been determined strategies can be put into place to prevent the target behaviour.

Remember:

Get to know the pupil well

A strong relationship based on trust and respect is one of the best preventative measures. Each member of staff should pair her/himself with primary reinforcement.

Involve the pupils in decisions

Discuss with the pupil reasonable limits, appropriate to their age and understanding.

Teach by example.

Model respect for the pupils and for each other in all of your work.

Encourage good behaviour.

Notice and respond when pupils are behaving well, or are being helpful and co-operative, or just being quiet and friendly.

Be consistent in your own behaviour.

Encourage consistency in the team you work in.

Understand the communication needs of the pupil.

Objectives (long-term and short-term) should be set at the right level for each pupil.

Make sure that the pupils understand exactly what is expected of them.

Pupils should be attending to you before they are given instructions and instruction should be set at the right level with clear antecedents.

Debrief

If appropriate debrief the pupil following an intervention (planned or unplanned). This debrief also includes a separate meeting with the staff involved and a meeting with the parents if necessary. As a minimum parents are informed if interventions are used with their children.

Record of incidents

All incidents are recorded on SchoolPod.

3. BEHAVIOUR GUIDELINES & RISK ASSESSMENT

Behaviour guidelines are written for all pupils to ensure a consistent approach. A full risk assessment is completed and data are collected to determine the efficacy of these behaviour strategies and changes are made accordingly.

4. CHALLENGING BEHAVIOUR

4.1. General Guidelines

Any pupil with a language disorder will find expression of his/her deepest feelings difficult at the best of times. In an extreme situation, when the pupil is frustrated, such an expression of feeling may be virtually impossible. Additionally the pupil is likely to be confused and not capable of complex reasoning. The consequence of this frustration and inability to self-express may lead to challenging behaviour. It is likely that a pupil displaying challenging behaviour could be:

- a) seeking a very high level of individual attention;
- b) seeking to escape from the current task;
- c) having difficulties communicating his/her needs
- d) expecting some form of adult intervention and reaction;
- e) expecting the adult to offer an alternative which will relieve the situation;
- f) showing a lot of aggression reflective of the emotion which the pupil is trying to display. This may manifest itself in a "rage".
- g) being violent towards themselves or another pupil or person or property.

4.2. Primary & Secondary Prevention & Diffusion

Where there is clear documented evidence that particular sequences of events rapidly escalate into serious violence the use of a restrictive physical intervention at an early stage may be justified provided that it is clear that

- Primary prevention has not been effective
- Risk assessment is carried out
- Other appropriate methods have been tried without success

Examples of primary and secondary prevention have already been covered under Section 2 Behaviour Management Strategies.

4.3. Use of Aversives

The use of aversives is not permitted under any circumstances at Jigsaw CABAS® School. This policy is an essential component of a philosophy, which does not blame pupils, nor hold pupils to account for their behaviour.

4.4. Non-aversive Strategies for Decreasing Challenging Behaviour

Non-aversive strategies for decreasing challenging behaviour can be used to decrease target behaviours. These strategies include planned ignoring, contingent observation and time out from positive reinforcement. If such an intervention is used it is written up in the pupil's individual behaviour guidelines.

4.5. Sanctions

Sanctions taken against a pupil, for whatever reason, are not permitted at Jigsaw CABAS® School. It is the school's policy to teach pupils high standards of behaviour

and for pupils to conform willingly to the normally accepted and recognised social codes. This aim is achieved by emphasising the pupils' strengths at all times and through positive interactions with the staff.

4.6. Staff Interaction

Staff should not personalise abuse or aggression in these situations. If a member of staff feels that (s)he is being emotionally affected and therefore upset by the challenging behaviour being displayed, then the pupil is likely to be at greater risk. In these circumstances the staff member must hand over to another member of staff and withdraw.

A second member of staff must be summoned immediately. This person must be asked to monitor the event and confirm that the pupil's rights are being preserved as well as being available for advice and support for the member of staff. In some circumstances this person may also be asked to intervene and take over. Staff are to always discuss the events with the observer afterwards.

Listen to what the pupil says. Do not ignore or accept any further verbal challenges. Try to divert the pupil's attention into a distraction of more positive behaviour. If a pupil makes a threat, divert the threat. Do not leave the pupil in the position where you have not offered an alternative. If no alternative is offered the pupil may have to carry out the threat.

Challenging behaviour involves the pupil AND the respondent. Ensure that your own behaviour or use of language does not provoke the pupil or escalate the situation. Be prepared for an intervention to go on for a long time. Do not allow yourself to become emotionally involved.

4.7. Restrictive Physical Interventions

4.7.1. Underpinning principles

- The use of force should, wherever possible be avoided
- There are occasions when the use of force is appropriate
- When force is necessary, it must be used in ways that maintain the safety and dignity of all concerned

The use of force is likely to be defensible when it is required to prevent:

- Self-harming
- Injury to other pupils, teachers or staff
- Damage to property
- An offence being committed
- Any behaviour prejudicial to the maintenance of good order and discipline within the school or among any of its pupils

The scale and nature of any physical intervention must be proportionate to both the behaviour of the individual to be controlled, and the nature of the harm they might cause.

Behaviour Support Team

Staff should call for help from the Behaviour Support Team (6 designated members of the staff team) if a pupil's challenging behaviour is escalating to the extent that the use of force is potentially required.

The tannoy (*1) can be used to call for help across the school. The member of staff should state that behaviour support is required and their location.

4.7.2. Definitions

“**Restraint**” means any physical intervention that prevents a pupil doing what they want to.

“**Containment**” is the complete physical immobilisation of a pupil

4.7.3. Specific Guidelines for Restraint/Containment Situations

These guidelines are designed to safeguard both the pupils and the staff and aim to support and promote good practice. The Safeguarding and Child Protection Policy and Health & Safety Policy are observed at all times when dealing with a pupil who is exhibiting challenging behaviour.

The DCSF Use of Force to Control or Restrain Pupils guidelines sets out the parameters within which school staff are permitted to work.

The Association of Professional Behavior Analysts (APBA) also provides guidelines for the use of restraint and seclusion.

Staff at Jigsaw CABAS® School adhere to both sets of guidelines.

If a restraint or containment is necessary then the following guidelines must be followed as closely as the situation allows:

- Members of staff are not allowed to become involved in a restraint or containment unless they have had direct training within Jigsaw CABAS® School and have observed at least one restraint or containment.
- Members of staff must understand that restraint or containment of a pupil must be seen as an EXCEPTIONAL intervention and will not be regarded as a matter of routine.
- Jigsaw CABAS® School will support staff following the guidelines in spirit and practice.
- The minimum of force must be used at all times and in all circumstances.
- Full contemporaneous records of the restraint or containment must be kept in the Restraint or Containment Record Book, which is held in the Administration Office.

4.7.4. PROACT-SCIPr-UK

Refer to the PROACT-SCIPr-UK (Strategies for Crisis Intervention and Prevention) Instructors below on how to restrain or contain a pupil.

There are three qualified PROACT-SCIPr-UK Instructors on the staff team:

- Steve Fudge: Lead Instructor (Supervisor)
- Kate Hewett (Supervisor)
- Kate Barker (Lead Teacher)

All teaching staff and therapy staff receive training in PROACT-SCIPr-UK procedures and this training is regularly updated. An annual audit of the physical interventions used in the school is carried out by the Lead PROACT-SCIPr-UK Instructor. This audit determines the training requirements of the staff and allows senior staff to review the procedures in place for individual pupils.

The three PROACT-SCIPr-UK Instructors are part of the Behaviour Support Team along with three further fully trained members of staff.

4.7.5. Reasonable Force

A Restrictive Physical Intervention must employ the minimum amount of force needed to avert injury, damage to property or to prevent a breakdown of discipline – applied for the shortest period of time.

The use of force can be regarded as reasonable only if the circumstances of the particular incident warrant it. Physical force may not be justified to prevent a pupil from committing a trivial misdemeanor, or in a situation that clearly could be resolved without force.

4.7.6. Seclusion

Seclusion is where a pupil spends time alone against their will. There are different levels of seclusion:

- a) Evacuation from any area. If a pupil runs into an area of the school and is assaultive or destructive then other pupils need to be safely removed from that area. If the pupil's assaultive/destructive behaviour continues then staff can consider evacuating the area as well. They can close the door behind them and keep the pupil inside the room. They must be able to see the pupil (e.g. via a viewing window). They can hold the door and prevent the pupil from leaving the room if they or others are at risk by the pupil leaving. They must record the duration of time that the pupil is alone in the room. They must be clear as to when they will re-enter the room (e.g. once pupil is sat down/away from door/calm) and they must offer the pupil a drink at scheduled times. If the incident occurs over the lunch break then lunch must also be offered.
- b) Evacuation from the pupil's classroom. If a pupil is assaultive or shows destructive behaviour in their own classroom and the safety of the other pupils is at risk then the other pupils must be evacuated from the classroom. If the assaultive/destructive behaviour continues then staff can consider evacuating the area as well. They can close the door behind them and keep the pupil inside their classroom. They must be able to see the pupil (e.g. via a viewing window). They can hold the door and prevent the pupil from leaving the classroom if they or others are at risk by the pupil leaving. They must record the duration of time that the pupil is alone in the classroom. They must be clear as to when they will re-enter the classroom (e.g. once pupil is sat down/away from door/calm) and they must offer the pupil a drink at scheduled times. If the incident occurs over the lunch break then lunch must also be offered.

- c) Seclusion within a quiet room. If a pupil is assaultive or destructive and all measures for reducing this behaviour have not been successful then they can be moved to a quiet room (if safe to do so).

Pupils are not locked in rooms alone. There are exceptional circumstances (evacuation and seclusion as described above) where a pupil will be left in a room alone and a teacher remains on the other side of the door. The pupil can be seen at all times through a viewing window and the handle is held temporarily if the pupil's behaviour poses a risk to other pupils or themselves. There is also a release lock on the doors of each of the quiet rooms. These function in the same way as holding the handle of the door and automatically release (unlock) if the member of staff lets go of the lock. If a pupil is left in a room alone and the handle or lock is held then this is written up as an incident. These incidents are reviewed regularly by senior staff. It should also be noted that all quiet rooms have star locks on them to prevent pupils from accessing them when they are empty/not in use. The star lock is never used when there is a pupil in a quiet room.

If a pupil requires seclusion as part of a behaviour management programme then there needs to be a plan for decreasing the use of seclusion and data to demonstrate the effective use of seclusion. This plan needs to be explicit and should be part of the pupil's Individual Learning Plan or behaviour guidelines. This needs to be a considered approach.

Please note that seclusion and evacuation can be clearly distinguished from:

- **Time out.** Involves restricting the pupil's access to all positive reinforcement as part of the behavioural programme
- **Withdrawal.** Removing a pupil from a situation which causes anxiety or distress where they can be continuously observed and supported until they are ready to resume their usual activities
- **Working in isolation.** Working with a pupil alone in a classroom to reduce risk to pupil and others. If a pupil is working in isolation then there needs to be a plan for decreasing isolation. This plan needs to be explicit and should be part of the pupil's Individual Learning Plan or behaviour guidelines. This needs to be a considered approach.

4.8. Planned Intervention

Pre-arranged strategies and methods, which are based on a risk assessment, are recorded in each pupil's individualised behaviour guidelines. The guidelines are included in each pupil's individual curriculum file. The Director of Education, Senior Staff and Parents agree them in advance. If appropriate, pupils are debriefed following a planned intervention.

4.9. Emergency or Unplanned Intervention

Unplanned or emergency intervention may be necessary when a pupil behaves in an unexpected way. In such circumstances, members of staff retain their duty of care to the pupil and any response must be proportionate to the circumstances. Staff should

use the minimum force necessary to prevent injury and maintain safety consistent with the appropriate training they have received. If appropriate, pupils are debriefed following an emergency or unplanned intervention.

4.10. Searching Pupils for Weapons

A member of the staff of a school who has reasonable grounds for suspecting that a pupil at the school may have a weapon with him or in his possessions may search that pupil or his possessions. A search under this section may be carried out only where:

- the member of the staff and the pupil are on the premises of the school; or
- s/he is elsewhere and has lawful control or charge of the pupil.

A person may carry out a search under this section only if:

- s/he is the head teacher of the school; or
- s/he has been authorised by the head teacher to carry out the search.

Staff have the right to refuse to carry out a search on the request of a Head teacher and shall receive no sanctions for doing so. A person who carries out a search of a pupil under this section:

- may not require the pupil to remove any clothing other than outer clothing;
- must be of the same sex as the pupil; and
- may carry out the search only in the presence of another member of the staff who is also of the same sex as the pupil.

A pupil's possessions may not be searched under this section except in his presence and in the presence of another member of the staff. If, in the course of a search under this section, the person carrying out the search finds a weapon or any other thing he has reasonable grounds for suspecting is evidence in relation to an offence, he may seize and retain it.

A person who exercises a power under this section may use such force as is reasonable in the circumstances for exercising that power. A person who seizes anything must deliver it to a police constable as soon as reasonably practicable.

4.11. Use of Racist Language

All use of racist language must be reported and logged (SchoolPod). This behaviour is addressed on an individual basis. The school keeps a record of all racist incidents and reports annually to Surrey Local Authority the number of racist incidents that have occurred.

4.12. Incident Reporting

Written records are held in the form of data sheets and detailed incident reports (SchoolPod) and are monitored daily. Parents are informed within 24 hours of any incidents involving their child through daily communication books or by phone if necessary. For further information refer to the Health & Safety Policy, Accident & Incident Reporting Policy or Safeguarding & Child Protection Policy.

5. STAFF TRAINING

It is essential that all staff maintain a consistent approach. Full training on Behaviour Management Strategies is provided during staff induction. Each member of staff will be thoroughly trained in the CABAS® methodology as part of their individual professional development programme and will receive training in PROACT-SCIPr-UK to provide them with the appropriate level of expertise and support. The CABAS® training will provide them with a knowledge and understanding of strategies and tactics that can be used to increase appropriate behaviours and decrease inappropriate behaviours.

The school has a minimum 1:1 staffing ratio.

6. ROLES & RESPONSIBILITIES OF STAFF & GOVERNORS

- The Director of Education will be responsible for ensuring that this policy is implemented and for reporting to governors on its impact.
- The Director of Education and staff will apply the principles identified in this policy when implementing the following whole school approaches to positive behaviour.
- The governing body will evaluate the impact of this policy by receiving data from the Director of Education and through governor visits to observe procedures.

7. RELATIONSHIP TO OTHER POLICIES / LINKED POLICIES

- Safeguarding and Child Protection Policy
- Health and Safety Policy

8. ARRANGEMENTS FOR MONITORING & EVALUATION

- To ensure effectiveness, this policy will be monitored and evaluated through Staff & Governor training.
- Incidents will be logged and reviewed and Governors made aware, in order to demonstrate success.
- Consultation & Guidance Documents and Further Information:
 - The Use of Force to Control or Restrain Pupils 2010. This document applies to all schools, including Academies and Short Stay Schools (formerly Pupil Referral Units).
 - Guidance on the Use of Restrictive Physical Interventions for Pupils with Severe Behavioural Difficulties (2003).
 - Guidance on the Use of Restrictive Physical Interventions for Staff Working with Children and Adults who Display Extreme Behaviour in Association with Learning Disability and/or Autistic Spectrum Disorders (2002). Use of reasonable force. Advice for headteachers, staff and governing bodies. July 2013. Available from DfE
 - Behaviour and Discipline in Schools. Advice for headteachers and school staff. January 2016. Available from DfE
 - PROACT-SCIPr-UK Instructors all have a copy of the recent edition of the BILD Code of Practice for the use and reduction of physical interventions 2010 and have a downloaded copy of the **Department of Health Guidance for**

Restrictive Physical Interventions 2002. This document is consulted alongside the BILD Code of Practice regarding the use of physical interventions.

- DCSF Guidance on School Behaviour
- School Standards & Framework Act 1998 (Section 61)
- Education & Inspections Act 2006 (Sections 93-95)
- Violent Crime Reduction Act 2006 (Section 45)
- Guidance for Surrey Schools on Reporting and Responding to Racist Incidents

9. APPENDICES

9.1. Related Documents

Document	Hard Copy Location
The Use of Force to Control or Restrain Pupils 2010. This document applies to all schools, including Academies and Short Stay Schools (formerly Pupil Referral Units). This document can be downloaded from http://www.education.gov.uk/aboutdfe/advice/f0077153/use-of-reasonable-force	1. Copy available on intranet
Guidance on the Use of Restrictive Physical Interventions for Pupils with Severe Behavioural Difficulties (2003). This document can be downloaded from: http://www.education.gov.uk/aboutdfe/advice/f0077153/use-of-reasonable-force	1. Copy available on intranet
Guidance on the Use of Restrictive Physical Interventions for Staff Working with Children and Adults who Display Extreme Behaviour in Association with Learning Disability and/or Autistic Spectrum Disorders (2002). This document can be downloaded from: http://media.education.gov.uk/assets/files/pdf/p/pi%20guidance.pdf	1. Copy available on intranet
Use of reasonable force. Advice for headteachers, staff and governing bodies. July 2013. Available from DfE	1. Copy available on intranet
Behaviour and Discipline in Schools. Advice for headteachers and school staff. January 2016. Available from DfE	Copy available on intranet
BILD Code of Practice for the use and reduction of physical interventions 2010	1. Each PROACT-SCIPr-UK Instructor has a copy of this document
Association of Professional Behavior Analysts: The Use of Restraint and Seclusion as Interventions for Dangerous and Destructive	1. Copy available on intranet

3.1 Glossary of Terms

Term	Definition

10. INTERIM AMENDMENTS

Section/Page

Amendment
