

Regulation (Behaviour) Support Policy

Policy Created	2009
Committee	LGB
Last review	November 2025
Review frequency	1 year
Date to be reviewed	November 2026

General Policy Statement

At Castle Hill School we intend to provide a safe, secure, caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where pupils develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities.

National legislation re Keeping Children Safe in Education 2025, disabilities, race relations and special education needs underpin this policy, which has also taken into consideration national, local and school policies on Special Educational Needs, Equal Opportunities and Health and Safety.

Philosophy

Castle Hill School aims to create a calm, positive, enriching and safe learning environment. We aim to achieve this by being:

- rewarding
- consistent
- nurturing
- happy
- accessible
- adaptive
- patient
- empathetic

We support regulation and wellbeing through healthy and trusting relationships and promoting respect for self and others.

Careful consideration should always be given to language used when describing events and behaviour. Language should be non-judgmental. Some examples of appropriate and inappropriate language are below, although this is not exhaustive.

Appropriate descriptors	Inappropriate descriptors
Crisis	Meltdown
Dysregulation	Naughty
Highly escalated	Kicking off
Anxious	Silly
Unsettled	Bad
Over stimulated	Wound up
To communicate an unmet need	Attention seeking

We are committed to 'Total Communication', all attempts at communication are recognised and constructively responded to. Strategies are put in place to support every student's receptive language and promote their positive self-expression, ensuring that the student's voice is always heard.

Objectives:

- to ensure the consistent use of positive and appropriate communication based on student need and understanding
- to create conditions and develop strategies built upon a pupil centred approach to regulation
- to empower our pupils to become self-confident, valued, respected members of school and the wider community
- to provide a consistent, nurturing, safe environment which encourages positive behaviour, self-regulation, and active communication
- to recognise, reward and promote positive behaviour
- to encourage pupils to have realisation of their emotions and develop coping mechanisms and self-regulation where possible

Introduction

It should be noted that all employees have a duty of care to ensure that pupils and staff remain safe.

The Regulation (Behaviour) Support Policy at Castle Hill School is based upon positive behaviour principles and Team Teach: http://www.teamteach.co.uk

The policy combines shared values from both.

There is an expectation that our Regulation (Behaviour) Support Policy principles are applied through a united and cohesive approach throughout the school and wider community to ensure positive behaviour and regulation is encouraged, recognised, and rewarded.

The School Rule, 'We always listen to each other', which is prominently displayed in key areas, helps to reinforce our positive behaviour approach. The rule serves to remind staff and pupils of expectations.

'Listening' includes responding to sensory, tactile, visual, vibro-tactile or signed stimuli.

We follow the principles of the 'Four S's' which are embedded in our Total Communication Approach.

Stress (exaggerating, emphasising the key words)

Say less (reducing language so students are not overwhelmed with unnecessary information)

Show (reinforcing with visual, tactile or auditory cues)

Go slow (allowing time for students to process the information and respond)

It Takes Two to Talk® -- A Practical Guide for Parents of Children with Language Delays (Pepper and Weitzman, 2004).

Castle Hill School works closely with parents, carers and families to help support positive behaviour and regulation. We work together to problem solve to find solutions that can be applied in school, in the home setting, on transport, in respite and social care settings, and in the wider community. This collaborative approach is essential to ensure positive approaches in supporting pupils with regulation, are consistent and agreed.

Code of Regulation

All behaviour is communication. We seek to understand this communication and why it might be happening. We look to problem solve towards positive solutions.

Positive behaviour and supporting students with regulation is the responsibility of the whole school community. A clear, agreed, known and visible code of conduct ensures that everyone is aware of our positive behaviour ethos.

The 6 point plan is a template for guidance when supporting students to become or remain regulated:

- positively distract. Ignore the dysregulation (where it is safe to do so), but not the pupil
- gain pupil's attention by using a Total Communication Approach
- use simple instructions or give a simple choice (see key vocabulary) Stress, Say less, Show
- allow processing time before repeating choices or instructions (if needed) Go slow
- withdraw pupil from situation

• resume pupil's routine

Points to remember:

- respond positively
- remain calm, confident and consistent
- repeat as necessary
- reassure
- reward and praise
- request help and support if required

Please note: A dynamic risk assessment may be applied and therefore these strategies may not be applied sequentially.

Zones of Regulation

We use the principles of the **Zones of Regulation Model** as a scaffolding tool to support understanding of the stages of regulation, including escalation and de-escalation. The tool is child centred.



Communicating expectations

The following strategies support regulation through a consistent approach:

Key vocabulary on signage (expressive and receptive) might include: stop, help, wait.

Key vocabulary on communication fob (expressive and receptive: traffic lights, different, squeeze, toilet, help, more, finished, drink, look, choose.

Now and next strips or traffic light visual cues

- Red finished/stop
- Yellow getting ready
- Green starting/go

When using traffic light visual cues staff may support by modelling use of the relevant colour card.

To support learning, symbol timetables, communication boards, multisensory references, music cues, touch cues, sounds and objects of reference, and fobs should be used to clarify expectations before transition. Processing time should be given for the pupils and minimal key language used.

Some suggested symbols: bus, home, dinner, toilet, class, outside.

Specific destinations should be represented by photographs, not symbols. Photographs should be taken from the photograph bank. Non-standard, independently taken photographs should not be used.

To enable our pupils to self-regulate, personalised opportunities to request calming strategies should be made available, such as deep pressure, quiet time, massage, outdoors, cpreferred object>.

For some pupils this may include the use of personalised cards, which include child-centred choices that support regulation.

Regulated environments are required to enable pupils to access learning. These include specialist spaces with minimal resources or colours conducive to calm moods. The learning environment will be tailored and responsive to the regulation needs of individual pupils. Staff should be aware that changes in the environments can affect regulation and interventions should be applied appropriately towards de-escalation if required.

Physical Intervention

De-escalation of incidents is the first action and physical intervention may be used only as a last resort. The learning environment should be tailored to assist self-regulation, antecedents should be analysed, understood and addressed. Key vocabulary, now and next strips,

photographs and symbols, and personalised approaches to support regulation should be provided prior to any physical intervention unless there is a direct and present risk of harm.

All staff have a duty of care to ensure safety. Physical restraint should always be the least intrusive technique applied for the shortest necessary period of time. Advice and guidance should be sought from, and promoted by, Team Teach trained colleagues. A list of Team Teach trained staff is prominently displayed in the staff work room.

Physical interventions can take many forms. Pupils can be guided, or redirected using physical barriers such as closing doors, use of thumb locks and positive redirection. These are not a restraint as the pupil is free to disengage from the support. There are some interventions that are restraints and are only used when there is a danger to safety, in accordance with Team Teach principles and our duty of care. All physical interventions are considered to be supportive and positive and should be recorded and monitored through Regulation Plans (Form 4) and a dynamic risk assessment approach. Reflective and restorative practice should determine future need.

If physical restraint is used then this <u>must</u> be recorded through CPOMS and the serious incident book. Parents/carers should be informed and safeguarding procedures should be followed. All actions should be carried out on the day of occurrence. Specific outcomes should be identified and shared.

Use of the Safe Spaces for Seclusion

The Safe Space provides a small, friendly, low stimulus, safe learning environment.

In the unlikely event of the Safe Space being used for seclusion then the School Safe Space Seclusion Policy should be followed and recorded using appropriate documentation which is located in a clear folder on the top of each Safe Space. If the Safe Space is used for seclusion purposes, a member of SLT should be informed immediately to monitor procedures, protocols and processes. The event should be recorded on CPOMs, entered into the serious incident book and parents should be informed on the same day.

Regulation Working Party

The Regulation (Behaviour) Working Party (RWP) is a cross phase group of experienced members of staff who volunteer their skills and knowledge. Names of those members of the working party are displayed in prominent places around school. The RWP meets on a regular basis to

problem solve, give advice and guidance and to review the policy. Records are collated from the meetings and outcomes are reviewed and evaluated.

Parents/ Carers are consulted and we value their contribution to promote positive outcomes. Governors are regularly updated and anonymised information is shared with the Local Governing Committee.

Individual Regulation Support Plans

For those pupils who may need support with regulation and require consistent approaches, an Individual Regulation Support Plan, also known as Form 4, should be implemented (Appendix 1).

An Individual Regulation Support Plan (Form 4) can be implemented and reviewed at any time. A Form 4 is created in a collaborative way, supported by the SLT, class teacher, class team, and parents, and shared with relevant bodies. It is a working document and will record and reflect the changing needs of the pupil. It must be signed by the pupil's parents and carers before it can be implemented. Form 4s should be reviewed at least annually, with each update signed and dated by parents/carers.

The Form 4 should include the following:

- description of dysregulation /risk
- known (or hypothesised) antecedents and triggers including an analysis and function(s) of dysregulation. A child centred approach should be applied to assess why the pupil is expressing certain characteristics. The following should be taken into account; the learning environment, social situations, proximity, noise, time of day, staff personalities, home situations etc. (Please note; this is not an exclusive list)
- positive ways of avoiding problems/risk
- what to do if dysregulation occurs.

NB all students with a Form 4 will have a yellow sticker on their out of school contact details as an advisory to staff.

Parent/Carer Support

The Regulation (Behaviour) Support Policy is available on the Castle Hill School website, or a copy can be requested from school.

Class staff are in daily communication with families. Regulation strategies will be discussed and agreed as appropriate.

Training opportunities are provided for families related to positive regulation strategies. These can be delivered by school staff or external providers, such as the LD Nursing team, CAMHS team.

Pupil Support

Staff should ensure safeguarding protocols are followed when supporting pupils.

Due to their complex communication and learning needs opportunities will be created for pupils to communicate their emotions using the Total Communication Strategy. All staff need to be hyper-vigilant and aware of any changes in a pupil's regulation and explore any possible reasons for these. A variety of strategies are used to support student regulation in line with individual need.

Use of Technology to support Regulation

A number of pupils have access to iPads to support regulation. The content is filtered and monitored. Where pupils bring iPads from home, internet access is disabled and photos are checked daily.

We recognise the benefits of the use of iPads within the classroom and how much they can enrich the learning experience for many of our pupils.

This can be through:

- specialist communication packages e.g. Grid for iPad
- educational APPs e.g. letter tracing to develop hand writing skills.
 sequencing, number games, memory games, phonics
- finding out information
- recording visits and experiences through photos and videos
- developing cause and effect
- developing fine motor control through scrolling, tapping, pressing buttons
- developing choice making through recognition of icons
- developing independence

For some pupils the iPad is their biggest motivator when making choices or it can help them with self-regulation. Where this is the case, clear targets for the use of the iPad should be written as part of a pupil's MAPP or on their individual behaviour plan. It is recommended that pupils do not spend more than 15 minutes in one session when working independently.

<u>Child on child Abuse (Reference: keeping children safe in education 2025)</u>

We aim to always provide a safe and nurturing learning environment but we are aware that for some of our students, peer to peer interactions can sometimes be difficult. We foster positive relationships through collaborative activities, links within the community, collective worship, enrichment between classes, circle time games e.g. parachute and resonance board and other opportunities to generalise social skills. The school rule is on display in classrooms and around school as a reminder that "we always listen to each other".

We apply a graduated approach to individual situations. Where students are identified as finding interactions with particular peers challenging, this is identified in their Form 4 and strategies are put into place to ensure all pupils are kept safe. This may include using other areas of school, putting extra support into the class, or moving the student temporarily into a different class.

We also recognise that some of our pupils can initiate communication attempts or demonstrate sensory needs which could be perceived as being intentional sexual contact. Staff should be mindful of this and ensure pupils are supported to respect each other's space, and be vigilant when positioning pupils within the classroom. In all cases we ensure that close monitoring and positive communication strategies are promoted, modelled, and applied. We are as a community, however, hyper-vigilant to the reality and possibility that child on child sexual abuse could happen here. Where we do observe intentional sexualised behaviour, we refer to the RSE curriculum and policy to formulate interventions and appropriate educational strategies according to need. This is in collaboration with other professionals (Social workers, early support workers, health), parents and carers. This process supports all parties involved. Where there is concern for safety and wellbeing we refer to our Safeguarding procedures and policies and escalate to other professionals such as the LADO, Social Care and the police where necessary.

All incidents of 'child on child abuse' (including physical, verbal, online and sexual) are recorded on the Form 4 and preventative measures are discussed and added to the document. Serious incidents are recorded on CPOMS and all parents of students involved are informed of the incident by phone on the same day. Where appropriate, the serious incident book will be completed. All allegations made of 'child on child abuse' are collated and discussed with school staff, parents/carers, and the student themselves where appropriate. Information is taken from the Form 4s, the weekly recording sheet, the Serious Incident book and CPOMS to assist towards resolving the issue. The Designated Lead for Safeguarding is informed of all incidents and allegations and third-party advice, guidance and input is sought where necessary.

We recognise that all those involved in 'child on child abuse' need reassurance and support. This takes into account their understanding of the event and their preferred method of communication, allowing them to express how they feel. This evidence should be recorded via the methods outlined above.

Team Approach and problem solving

Before a referral is made to the RWP, class teams should try and identify any triggers through the use of an ABC Form (Antecedents, Behaviour and Conclusion) (Appendix 5). For further advice and guidance, staff should refer to Castle Hill School's Graduated Approach document (Appendix 6). This provides graded approaches towards the application of possible solutions to support regulation. The RWP can be convened at any time during this process. These methods provide scaffolding towards collaborative problem solving. Any of these steps can be revisited at any time.

Staff are able to seek advice and guidance regarding dysregulation and receive a supportive response from:

- class teams
- colleagues
- Senior Leadership Team (SLT)
- Regulation Working Party (see Appendix 4).

Further consultation may be sought from families, paediatricians, moving and handling specialists, speech and language therapists, local Team Teach instructors, Sensory Occupational Therapists, and CAMHS through the SLT.

See associated Wellbeing Policies and the Use of Touch Policy for further holistic support.

Training and Monitoring

All staff are required to attend Regulation (Behaviour) Policy training annually. This will allow all staff to have a clear understanding of the policy and of any updates from the previous year.

The implementation of the Regulation (Behaviour) Policy will be monitored and evaluated by the Local Governing Committee and SLT who will also be responsible for identifying training needs.

Exclusion

The Schools Standard and Framework Act 1998 lays down the means by which the sanction of exclusion may be used. Parents/carers and pupils should be made aware of this process. Refer to the TLT Exclusion Policy.

Appendix - Forms and Protocols

All forms can be found on the school server in the Behaviour and Regulation file and class files.

The Form 1 (Appendix 2) is used to monitor and track the range and frequency of-dysregulation exhibited by an individual. All dysregulation to self and others, including attempts, should be recorded. Each Form 1 should be completed on a weekly basis and passed to the Director of Safeguarding, Teaching, and Learning. Analysis of the Form 1s can lead to the RWP being convened.

If any physical restraint is needed to ensure the safety and support of a pupil they should be for the shortest possible time, and SLT must be made aware immediately. The incident must be recorded in the Serious Incident Book, CPOMS and parents must be informed.

The Serious Incident Book and CPOMS should be used as appropriate to record dysregulation of pupils with or without an Individual Regulation Support plan. Parents/carers must be informed on the same day, preferably by telephone.

The Serious Incident Book is a bound and numbered legal document used for the recording of instances of restraint, injury, or other significant incident. The Serious Incident Book will be checked by the Principal on a weekly basis, and SLT must be made aware of any entries made.

Form 3 (Appendix 3) must be completed along with the Serious Incident Book when significant injury has occurred to staff.

Form 4 Individual Regulation Support Plan (Appendix 1) is a live document for those pupils who require significant support to enable them to self-regulate. This can be updated at any time to support changes to regulation needs and must be reviewed, agreed, and signed by families on an annual basis.

Appendix 1

Form 4 Individual Regulation Support Plan

Appendix 2

Form 1

Appendix 3

Form 3

Appendix 4

Regulation Working Party

Appendix 5

Antecedents, Behaviour and Conclusion

Appendix 6

Castle Hill School's Graduated Approach document

Appendix 7

Serious Incident Book

Appendix 1 - Castle Hill Regulation Plan Form 4

Crisis 1 of 3	Anxious /overstimulated	Agitated/ unsettled	Calm/ regulated Ready to learn/ highly receptive	Low state /under stimulated
How does this look? Crisis/behaviour in bold	How does this look?	How does this look?	How does this look?	How does this look?
Why is this expressed?	Why is this expressed?	Why is this expressed?	Why is this expressed?	Why is this expressed?
Where is this expressed?	Where is this expressed?	Where is this expressed?	Where is this expressed?	Where is this expressed?
What are the actions towards regulation?	What are the actions towards regulation?	What are the actions towards regulation?	What are the actions towards regulation?	What are the actions towards regulation?

Crisis 2 of 3	Anxious /overstimulated	Agitated/ unsettled	Calm/ regulated Ready to learn/ highly receptive	Low state /under stimulated
How does this look? Crisis/behaviour in bold	How does this look?	How does this look?	How does this look?	How does this look?
Why is this expressed?	Why is this expressed?	Why is this expressed?	Why is this expressed?	Why is this expressed?
Where is this expressed?	Where is this expressed?	Where is this expressed?	Where is this expressed?	Where is this expressed?
What are the actions towards regulation?	What are the actions towards regulation?	What are the actions towards regulation?	What are the actions towards regulation?	What are the actions towards regulation?

Crisis 3 of 3	Anxious /overstimulated	Agitated/ unsettled	Calm/ regulated Ready to learn/ highly receptive	Low state /under stimulated
How does this look? Crisis/behaviour in bold	How does this look?	How does this look?	How does this look?	How does this look?
Why is this expressed?	Why is this expressed?	Why is this expressed?	Why is this expressed?	Why is this expressed?
Where is this expressed?	Where is this expressed?	Where is this expressed?	Where is this expressed?	Where is this expressed?
What are the actions towards regulation?	What are the actions towards regulation?	What are the actions towards regulation?	What are the actions towards regulation?	What are the actions towards regulation?

Additional Notes			
Parents signature			
Date			

Appendix 2 - Castle Hill Violent/Incident Frequency Record Form 1

		App	FIIUIA Z	Cas		i Viol	5111/111	Claent			y ixec	,ora r	OHIII			
Pupil's full name: Class:			Period covered:						Actual √ Attempted x Multiples should be used as appropriate e.g. 8 (not 'lots') Note: Abbreviation for other behaviours should be agreed with the SLT							
	PP, P S, Self-injury ting(SS), Safe spo	r(SI), other(O), Se ace(SSP)	lf-	Crisis* Agitated/							Calm/ regulated Ready to learn/ highly receptive*			Low state under stimulated*		
Date	Victims name and/or code	Threatening behaviour inc verbal abuse	Scratch/ nip	Scratch/ nip to the face	Drop to floor	Object thrown	Hitting with object	Disrobe	Strike	Kick	Head butt	Pull /push /grab	Hair pull	Spit	Bite	-Other -Area -Time -Zone*
Com	ıment															

KIRKLEES COUNCIL

Seen by GSA Initial: Date:

INCIDENT REPORT FORM IRO1

FORMS $\underline{\text{MUST}}$ BE COMPLETED BY LINE MANAGER / PERSON IN CHARGE, NOT THE EMPLOYEE / INJURED PERSON

Please email completed forms relating to **Employees** to: ppau.chyps@kirklees.gov.uk or send to: Personnel & Payroll Unit, High Street Buildings, High Street, Huddersfield HD1 2NQ

Please email completed forms relating to Pupils / children and all other parties to:

IRO1.CorporateSafety@kirklees.gov.uk or post to the Corporate Safety Unit, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY or via Anycomms to Emma Walsh

Huddersfield, H	D1 1E	<u>3Y or v</u>	<u>ia Any</u>	ycomn	ns to	<u>Emma W</u>	alsh								
GIV	E DI	ETAI	LS	OF I	INJU	JRED	PERSO	N / PEF	RSON	l IN	1VOL	VED	IN		
						IN	ICIDEN	Т							
Surname					Forei	name(s)	Age				Male		Fema	ale	
Home Address							I		1		•				
Please highlight	<u>all</u> ap _l	propria	te	Emple	oyee	Pupil	Trainee	Resident	Client	C	ontractor	Visi	itor	Publi	С
IF EMPLOYEE -	GIVE D	DETAILS					Job Title								
Service							Section				Base				
Telephone Nun	nber						Employee	Number			Pay Sec	tion			
IF PUPIL / Child		E	NAI	ME C)F S	CHOOL	/ PREMIS								
DETAILS				. ,											
Telephone Nun	nber	Pe	erson	ın cha	irge at	t time of i	incident			arer	nt/Guardi	an			
RESULT OF	INCIE	DENT					Highlight	: all appro	priate i	ncid	ents				
Work related ill	healt	h			No	on-injury i	ncident		Dar	nger	ous occui	rence			
Fatality					Ma	ajor injury	y Minor injury								
Over 3 day abs	ence				Ph	ysical vio	lence		Verbal violence						_
			Com	nplete	this s	ection for	· <u>INJURY</u> and	NON-INJU	IRY incid	ents					
Where did it ha	ppen?	?					Date:				Time:				
What happened	12										a	m/pm	1		
what happened	•														
				Com	plete	this section	on for <u>VIOLE</u>	NT incident	s <u>ONLY</u>						
Where did it happen?					Date:				Time: am/pm						
Name and add	ress of	fassaila	ant								1	-			
		ı			ı		T *		.			ı	1		
Male		Fema	ale			Age		Known		Ur	known				
Give account of	f what	happe	ened, i	includi	ing re	levant ev	ents leading	up to incid	ent [use	addi	tional sh	eet if r	necess	ary]	
Ì															

[any injury – enter overleaf]

Have Police been informed? Yes/No

Has Union been informed? Yes/No

Has employee been offered counselling? Yes/No

Does this incident indicate potential violence for other services? If so please complete a V1 form.

INCIDENT REPORT FORM IRO1

What action has been take		COMPL	LETE TH	HIS SECTION F	OR <u>AL</u>	<u>L</u> INCIDENTS		
Vhat action has been take ecurrence?	n to prevent							
		<u>'</u>						
f there were any witness	ses, ensure you	take det	ails of th	eir full names and	d addres	ses and keep w	ith your copy of this form	
Did the injured person/v	ictim cease wo	k as a re	esult of t	he incident? Yes/	'No If \	'es, please give	details:	
When did they cease w	ork?		Day	:	Dat	e: Ti	me:	
* Delete as necessary to	indicate the	Sent b	ack to *c	class / *work		*Sent / *take	en home	
action taken at the ti	me	*Sent	/ *takeı	n to hospital		Referred to D	octor	
TYPE OF INJURY OR ILL	HEALTH			Please highlight	t the apr	propriate injury		
				3 3	- ' '	1 3 3		
Amputation		Cut / S	cratch			Scald		
Back Pain		Dislocation				Shock		
Break / Fracture		Eye Injury				Strain / Sprain		
Bruise / Swelling		Internal Injuries				Stress related problems [anxiety,		
Burn		Irritation				depression, neurological disorders]		
Cardiovascular		Leg, arm, neck - musculoskeletal				Other - Please state:		
Concussion		Poison	ing					
LOCATION OF INJURY	Y			Please highligh	t the ap _l	oropriate locatio	on	
Ankle I	ye		Head		Should	er	Other - state:	
Arm I	ace		Lips		Stoma	ch		
Back I	inger		Leg		Toe			
Chest I	oot		Neck		Whole	Body	Left Side	
Ear I	Hand		Nose	_	Wrist		Right Side	
ABOUT THE INCIDENT				ONLY HIGHLIGH	IT ONE I	NCIDENT, descr	ibing what happened	
Contact with moving m				Injured while h				
Hit by a moving, flying		ct		Slipped, tripped	d or fell	on the same le	vel	
Hit by a moving vehicle			Fell from a height. State height:					
Hit something fixed or	stationary			Trapped by sor	nething	collapsing		

Drowned or asphyxiated	Contact with electricity or an electrical discharge					
Exposed to, or in contact with, a harmful substance	Injured by an animal					
Exposed to fire Physically assaulted by a person						
Exposed to an explosion	Another kind of incident - described fully overleaf					
MANAGER / SUPERVISOR / HEADTEACHER'S NAME [0	CAPITALS]:					
MANAGER'S SIGNATURE: DATE:						
CONTACT TELEPHONE NUMBER:						

IRO1Nov2011

All information supplied will be treated in the strictest confidence

Regulation Working Party



Steve Perren



Dan Pearce



Catherine Whitlam



Tracey Donegan



Alison Ley



Hannah Richards



Carla Smith



Jayne Askew



Katie Marshall



Joanne Schofield



Robyn Webster



Jodie Hindle



Drew Ellis-Homden



Jodie Smith-Robertson



Eleanor Connolly



Jo Rowbottom



Dianne Aitkin



Beth Miller



Catherine Barrass



Steph Tattersley

Including: Jessica Day



Appendix 5 - ABC Recording Sheet

Term...... Week beginning..... Pupil..... Consequence
(describe what happened straight after the behaviour had occurred) Date & Time | Antecedent Behaviour (describe exactly what happened before the behaviour occurred) (describe in detail exactly what the behaviour is)



Appendix 6 – Graduated Approach

Ca	stle Hill School's Regulation Graduate	d Approach Tool Area focu
1	Learning environment (Regulate busy, noise Provide ear protection. Provide glare protection. Increase or decrease space. Enclose and envelop or expand and increase. Provide Individualized/small group support. Reduce language. Use short concise instructions.	y environments)
Dvsr	regulation: Running, jumping, screaming in class at the	beginning and end of lessons
From Large and m	n Bright light, lots of glare. space creating opportunities for running novement. huch language with instruction. To Close v. Use small r. Instruct sta	indow shades. oom when possible. to use reduced language, provide calming music of reference
2	Timetabling and Routine Short, familiar, engaging, motivating activities supported symbols and other cues of reference. Apply the traffic light system. Clear, consolidated timetables, supported by familiar or routines. Predictability is key. Short activities with are bite size, chunked and engaging	d by sounds, objects, vestinations and familiar
Dysr	regulation: Running, jumping, screaming in class at the	beginning of lessons
	tion, crisis at beginning and end of destination	al timetable, familiar motivating specifically at the beginning and ons. OOR and traffic lights applied
3	Sensory diet/feedback Partial intervention Activities including deep pressure: ABC, Buzz snaps, walking, use of swing, rolling, squeezing, pressing. Full intervention Frequent, timetabled and consolidated deep pressure listed above, the sensory diet should be topped up on	activities including those
Dysr	regulation: Running, jumping, screaming in class at the	beginning of lessons
From	· ·	it, timetabled and consolidated decivities in tandem with individual
Othe	er information	
Moti	ivators Ensure the student is prompted through the u ations. Be aware that some motivators may overstimulate	
Ove	Pr stimulation Avoid over stimulation including running uncontrollably, excited atmospheres.	

Appendix 7 - Page from Serious Incident Book

		_
BOUND AND NUMBERED BOOK v 10		14
RISK ASSESSMENT AND SIGNIFICANT INCIDENT / RESTRAINT / RESTRICTION For Additional Details Refer To Supporting Documentation	ON RECORD	
Name of the child or young person concerned:	Ann	
Name of the person using the measure:	Ago:	
Names of any other people present:		_
Name of person completing this record:		-
Date:Time:Location:		_
		_
Details of the behaviour leading to the use of the measure (what the child or young person was doing or saying)):	_
Details of any methods used to avoid the need to use that measure (what you did - what you said - what you trie	ed):	
☐Humour ☐Verbal advice and support ☐Firm clear directions ☐Negotiation ☐Limited Choices ☐Distraction ☐Reassurance ☐Planned Ignoring ☐Contingent Touch ☐Calm talking ☐Calm Stance ☐Patience ☐Withdraw Directed ☐Swap Adult ☐Reminders about Consequences ☐Success Reminders	Diversion wal Offered DiWithd	rawal
Why Was The Measure Necessary? - (describe your dynamic risk assessment and why you honestly believed those was in the best interests of the child or young person)	hat the measure yo	u
☐Risk to Self ☐Risk to Others ☐Risk to Safe Physical Environment ☐Risk to Safe Psychological Environment	Open pertine of	
Psychological Distress ☐Prevention of Physical Harm ☐Prevention of Criminal offence ☐Temporary Loss of Co	impetence or Capac	city
A description of the measure used (what you did and what you said):		_
		_
The effectiveness of the measure:		_
Duration of any measure of physical restraint or restriction in minutes and any time intervals between provision of support:	of active	
Any consequences of the use of the measure:		
A description of any injury to the child concerned or any other person:		
A description of any medical treatment offered or administered:		
External Agencies Informed and supporting records:		_
QMedical Referral(I	Date and/or log num	iber)
□Social Worker (I	Date and/or log num	nber)
	Date and/or log num	
70.4.01.1.0	Date and/or log num	
Mary Land Control of the Control of	Date and/or log nur	
DBasses No Basses	Date and/or log nun Date and/or log num	
Confirmation that the person authorised to make the official record has spoken to the child or young person co- using the measure about the use of the measure and the feelings of both of them. Views of the young person and any additional comments:	ncerned and the pe	irson
		_
Name and signature of the person authorised to make this record:		
Name, signature and designation of person monitoring the records:	ked:	
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