

## DOCUMENT DETAILS

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<b>Document Name:</b>	<b>Nottingham College Use of Force Policy</b>
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Document Author	Helena Greeley, Security Manager
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Applicability	e.g. All staff, students, agency workers, volunteers and Governors of Nottingham College
Summary	The purpose of this document is to set out the policy for Nottingham College Use of Force

## DOCUMENT CONTROL

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1.2	23.10.18	Final Version	Helena Greeley
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## DOCUMENT APPROVAL

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Approving person/body	Job Role (where applicable)	Date Approved
Senior Leadership Team		25.10.18

## COMMUNICATION

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Date sent to OLT	
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## 1. INTRODUCTION

Nottingham College seeks to ensure, as far as reasonably practicable, the security and safety of all students, staff, other workers and visitors and contractors, whilst within or situated on College premises. The College expects all students, members of staff, agency workers, visitors and contractors assist the Security Team to ensure the success of the Policy.

## 2. OBJECTIVE

The objective of this Policy is to explain expectations of Nottingham College in terms of the Use of Force on students, to ensure a consistent approach, to provide some practical help to reduce risks and provide advice on how to deal with circumstances that could develop into dangerous situations.

## 3. RESPONSIBILITIES

Responsibility for security rests with all students, staff (including contractors and agency workers) and with visitors to the College. Within this overall responsibility, some particular elements are defined as below:

### 3.1. Senior Leadership Team

The Senior Leadership Team of the College should ensure that support and resources are available to staff for the implementation of the Search Policy. Necessary measures to improve security and reduce risk should receive priority consideration.

### 3.2. Security Manager

The Security Manager is responsible for the overall development and planning of the Security Policies and procedures, day-to-day organisation and supervision of the Security Team. Where appropriate, specific training to achieve acceptable standards of operation should be supported and prioritised.

### 3.3. Security Coordinators

The Security Coordinators are responsible for the day-to-day supervision of the Security Team. Security Coordinators ensure that Policies and Procedures are adhered to.

### 3.4. Security Team

The Security Team are responsible for the effective operation and enforcement of the Security Policies and Procedures.

### 3.5. Heads of Faculties and Departments

Heads of Faculties and Departments have a pivotal role in promoting security alongside safety within their areas. It is recognised that Heads will wish to delegate responsibility for the routine involved in these tasks to nominated individuals within their department but overall responsibility for security matters will remain with the Head of Department.

### 3.6. All Staff

All staff, including those with a contract of work; temporary, agency, voluntary or ad-hoc basis, must ensure that they are familiar with and follow the procedures in the College Use of Force Policy. Staff should report all activity, suspected or real, of a criminal nature, unacceptable behaviour, or any suspicious activity immediately to the Security Team.

They must cooperate with requests from the Security Team in relation to all security procedures.

**3.7. All Students**

All students have a responsibility to ensure they give due consideration to security issues and must follow security procedures.

**3.8. All Visitors**

All visitors, including conference delegates and event attendees, have a responsibility to give due consideration to security issues. Visitors must follow instructions from the Security Team or from their host department.

**4. DEFINITIONS**

For the purposes of this policy, words and phrases are explained within the body of the document.

**5. POLICY STATEMENT**

The College will:

- Comply with all legal and statutory duties.
- Plan, implement, monitor and review policies and procedures to ensure the maximum is done to maintain a safe College environment.

**6. GOOD PRACTICE**

Nottingham College prides itself in a friendly, work-driven atmosphere where support exists for both staff and students at many levels. At the same time, the College meets challenging behaviour in a firm manner, making full use of disciplinary procedures so that this positive atmosphere can be maintained.

The College's priority must be prevention of possible incidents requiring the Use of Force. A number of steps will be undertaken by the College to achieve this:

- Avoiding serious incidents in and out of College can be facilitated by the creation of a positive learning environment where students are supported and clear boundaries set. Serious infractions of College rules and procedures will be dealt with speedily, efficiently and appropriately.
- Staff receive regular training in managing challenging behaviour and further or specific training can be requested by contacting the Organisational Development Team.
- The College Emotional and Behaviour Difficulty team support high-risk students.

**7. PROACTIVE PREVENTATIVE MEASURES**

- Classroom disruption or incidents that have the potential to become serious should be reported to the Security Team so that they can be aware of rising tensions or concerning behaviour.
- The College works closely and cooperates fully with local Police.

## 8. LEGAL DUTIES

Section 93 of the Education and Inspections Act 2006 gives powers to members of educational staff use reasonable force on students in certain circumstances.

## 9. USE OF REASONABLE FORCE

Wherever possible, Nottingham College staff use non-contact means to control students i.e. standing between students to prevent a fight.

Where it is necessary to use contact control or restraint, the Security Team receive regular appropriate training to ensure that legal requirements are met and that approved techniques are used.

Where contact control or restraint is required, staff will use their professional judgement as to whether the force used is reasonable, necessary and proportionate in the circumstances.

Staff should always use the minimum force possible and avoid injury to the student.

Reasonable force may be used to prevent students from hurting themselves or others, from damaging property, or from causing disorder.

Reasonable force may be used to perform a search of a student. Where physical restraint is anticipated prior to the search taking place, the Police will be called and no action will be taken until the Police arrive.

The Security Manager will review all incidents involving the Use of Force. A report will be sent to the Senior Management Team outlining the incident details and force used.

## 10. RECORDS

A record of the force used must be kept. It is the responsibility of the staff carrying out the Use of Force to record the following information via the electronic security incident reporting system. This should be recorded as soon after the incident to record as much detail as possible.

- Time, date and location of force used.
- Incident details.
- Any de-escalation techniques attempted and their effect before force was engaged.
- Any injuries sustained by the aggressor, staff involved in providing physical restraint or any other party involved in the incident.
- Justification for the force being used; specifically why the technique used was reasonable, necessary and proportionate:
  - Student's behaviour and the level of risk presented at the time of the incident.
  - Student's age.
  - Student's physical size.
- Any witnesses to the force being used and where appropriate witness statements.
- Where the Police are called, the incident or crime number and investigating officers name/number.



- If parents are informed, the name of the parent, how they are informed, by whom, and any response.

## 11. REFERENCES

This Policy has been developed in accordance with and under the guidance of the:

- Section 93 of the Education and Inspections Act 2006.
- Use of Reasonable Force; Advice for head teachers, staff and governing bodies - July 2013.

## 12. MEASURES

The effectiveness of the policy will be monitored and measured in a variety of ways. These will include:

- Regular reporting to the Safeguarding Network.
- Regular reporting to the Health & Safety Committee.
- Individual training and development records.