



St. Stephen's CE RSA Academy
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Redditch
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Email: office@ststephensfirst.worcs.sch.uk
Principal: Mrs Sarah Callanan (BEd Hons)

Wednesday 10th November 2021

Mr. J. Morris and Ms. E. Goode,
35 Archer Road,
Redditch,
Worcestershire. B98 8DN

Dear Mr Morris and Ms Goode,

In response to your letter dated Tuesday 9th November 2021, I have taken the following steps. The home liaison book is as you correctly identified, a method of letting you know what has happened during the day so that you can discuss issues or praise John for his day. Ordinarily we would verbally discuss this with you when picking up and write a couple of instances where John has been really good and one not so good. Usually this suffices. As your partner cannot come to the school to have these discussions, we have agreed to write John's day down in a bit more detail in the blue book to enable Emma to have a clearer picture. I agree that the book needs more detail for you to discuss this together. I have requested staff to be a bit more explicit about what has happened. I have included a more detailed account below of the events on Monday and Tuesday this week.

You need to appreciate that if you are demanding everything to be written down, there will be a time lag as staff are dealing with 29 other children and cannot write down detailed accounts there and then. When John was excluded yesterday, we had not had the opportunity to write down in the blue book what had happened which was why we wanted to discuss it with you when you picked him up. You sent in your second letter before I had had the opportunity to draft you this letter. I will therefore only address your first letter here.

We agree to write down in more detail incidents that have happened in school to enable you to discuss John's day with him, signed witness statements go beyond what is required for the purposes you have stated. I therefore, request that the enclosed written account of what has happened is taken, as given, an accurate statement of the events that have occurred. I have included staff names other children's names are not appropriate.

If very minor incidents happen and they have been addressed quickly by a quiet word or reminder, we do not record these incidents in detail as it serves no purpose. We do not want John reprimanded for every tiny mistake he may make. This would damage his confidence and make making the right choices really difficult to achieve. He requires a few targets narrowed down to concentrate on for him to understand the expectations we have of his behaviour.

We do feel that John requires extra support with his understanding of and skills to socially interact with others which is why we have requested that you meet with Complex Communication Needs to enable us to support John more fully at school. Therefore, we called the meeting on Friday for you to meet Nicky James at your request before agreeing to her support.

We will need a meeting once John is back at school, to enable us to settle John back into school and set him some targets to work on. These will be simple targets such as:

- Use kind hands and feet
- Follow instructions from your teacher

These will need to be discussed at this meeting. Usually this is a very short meeting to welcome John back and let him know what we need from him to have a successful day.

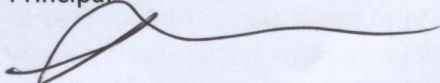
We agree John is a happy, delightful boy but needs support to manage his social interactions.

I do hope you and your partner appreciate that we have John's interests at heart. We want him to have a happy and successful education here at St Stephen's.

I will be in touch shortly, to address any issues raised in your second letter.

Yours sincerely,

Mrs. Sarah Callanan
Principal



Documents enclosed

- Letter from Principal of St. Stephen's CE RSA Academy dated 10/11/2021
- Incident account 08/11/2021
- Incident account 09/11/2021
- Copies of incidents from Bound Book (Records where children are held to keep them from hurting self or others).
- Exclusion letter for afternoon of 09/11/2021
- Home/School Diary

Monday 8th November 2021

John was upset because he was asked to come inside from outside as outside time had finished. He came in but then started rolling around the floor trying to grab Mrs Newman's legs, he then tried kicking out at her. Staff removed his shoes so that he couldn't hurt whilst verbally requesting that he stops. Tried to step away but he resumed grabbing Mrs Newman's legs.

In the afternoon, John did not want to come in from playtime and was cross. He started grabbing Miss Basch's legs. He was asked to go to the quiet room to calm down, which he did eventually. He started kicking the glass in the quiet room. Mrs Callanan was called. When Mrs Callanan came in, she told him to stop in a stern voice and warned him he could hurt himself. At this point he grabbed Mrs Callanan's legs. Mrs Callanan asked him, 'Why are you doing this?' He said, 'You are cross, so I have to hold you. Say sorry!' I explained to John that we hold him to keep him safe not because we are cross. He carried on holding Mrs Callanan's legs. He eventually let go and then grabbed Mrs Whitman's legs. We asked him to stop again. Eventually he did.

Later on in the afternoon, it was tidy up time and John was on the carpet. Mrs Carter requested a child give her a beanbag that was on the carpet. John then grabbed Mrs Carter's leg forcing her to trip over and fell flat on the floor. Mrs Carter was distressed as she had hurt her knee and was concerned, she may have hurt other children on the carpet when falling, fortunately she had not. John did look shocked that Mrs Carter had fell and couldn't move because her knee was hurt.

Tuesday 9th November 2021.

Mr Parkinson asked John to come inside once playtime had finished. John refused to come in. Mrs Newman went out to speak to him and said it would be a sad face in his book if he didn't come in. John came in from lunchtime. Asked to sit down on carpet, said no several times when requested again to do so. John began throwing equipment. Asked to stop. John did then sit on carpet. Another child was refusing to sit down and ran around classroom. John then copied the child making the wrong choices, running around the classroom too. The other boy went to have 5 minutes in the office. John sat on the floor. John was in the calm corner sat on the floor. Miss Bache approached John to speak to him calmly about his behaviour and dropped to her knees to speak to him. He then kicked her in the face. Miss Basche called Mrs Whitman over, she was clearly distressed and her nose was red. Mrs Whitman went to get Mrs Callanan and said they were struggling. Mrs Whitman was with John as he was refusing to go to the sunshine room to calm down. When Mrs Callanan came in, she spoke to the other child first in the office as at this point she was not aware what John had done. The children were removed from the classroom. The other child in the office went out with Mrs Newman. John started grabbing Mrs Callanan's leg. Mrs Callanan explained not to grab her leg but he held on tighter. He eventually let go but started grabbing Mrs Whitman's legs. Mrs Whitman and Mrs Callanan held John to stop him from toppling over Mrs Whitman. John was very distressed, screaming, wriggling around. The staff stopped holding John requesting him to stop kicking out so that they could let him go, stroking his arm instead to try to sooth him. John eventually stopped and went out with Mrs Whitman to calm and play a game in the sunshine room.

Mrs Whitman, Miss Basche and Mrs Callanan state that this is a true reflection of the sequence of events.

RISK ASSESSMENT AND SIGNIFICANT INCIDENT / RESTRAINT / RESTRICTION RECORD

For Additional Details Refer To Supporting Documentation

Name of the child or young person concerned: John Morris Age: 5Name of the person using the measure: Zoe Newman, Sophie Basche

Names of any other people present: _____

Name of person completing this record: Zoe NewmanDate: 8.11.21 Time: 10.30 Location: FSU

Details of the behaviour leading to the use of the measure (what the child or young person was doing or saying):

John was upset because he had to come ~~out~~^{inside}. Rolling around the floor trying to grab adults legs and kick at them.

Details of any methods used to avoid the need to use that measure (what you did - what you said - what you tried):

☐ Humour ☐ Verbal advice and support ☒ Firm clear directions ☐ Negotiation ☒ Limited Choices ☐ Distraction ☐ Diversion
☐ Reassurance ☒ Planned Ignoring ☐ Contingent Touch ☐ Calm talking ☐ Calm Stance ☐ Patience ☐ Withdrawal Offered ☐ Withdrawal Directed ☐ Swap Adult ☐ Reminders about Consequences ☐ Success Reminders

Why Was The Measure Necessary? - (describe your dynamic risk assessment and why you honestly believed that the measure you chose was in the best interests of the child or young person)

☐ Risk to Self ☒ Risk to Others ☒ Risk to Safe Physical Environment ☒ Risk to Safe Psychological Environment ☐ Prevention of Psychological Distress ☐ Prevention of Physical Harm ☐ Prevention of Criminal offence ☐ Temporary Loss of Competence or Capacity

A description of the measure used (what you did and what you said):

2 person elbow to 3 chairsThe effectiveness of the measure: Made choice to take himself to quiet room.Duration of any measure of physical restraint or restriction in minutes and any time intervals between provision of active support: 20 seconds

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:

☐ Medical Referral _____ (Date and/or log number)☐ Social Worker _____ (Date and/or log number)☐ Health & Safety Report (RIDDOR) _____ (Date and/or log number)☐ LADO _____ (Date and/or log number)☐ Safer Schools Partnership Support Officer _____ (Date and/or log number)☐ Placing Authority _____ (Date and/or log number)☒ Responsible Parent Parent informed. _____ (Date and/or log number)☐ Confirmation that the person authorised to make the official record has spoken to the child or young person concerned and the person 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:

John was given the choice of calm corner or quiet room. He choice quiet room. Continue to kick at the door and adults. Given a timer and a lgt the flap book to help him calm.Discussion with Mrs Newman about kind hands and kind feet.Name and signature of the person authorised to make this record: [Signature]Name, signature and designation of person monitoring the records: [Signature] Date Checked: 08.11.21

RISK ASSESSMENT AND SIGNIFICANT INCIDENT / RESTRAINT / RESTRICTION RECORD

For Additional Details Refer To Supporting Documentation

Name of the child or young person concerned: John Momo Age: 5

Name of the person using the measure: Sophie Basche

Names of any other people present: Dawn Whitman

Name of person completing this record: Sophie Basche

Date: 8.11.21 Time: 12:30 Location: Quiet Room Reception Class

Details of the behaviour leading to the use of the measure (what the child or young person was doing or saying):

John was repeatedly kicking the glass in the door with force.

Details of any methods used to avoid the need to use that measure (what you did - what you said - what you tried):

☐ Humour ☒ Verbal advice and support ☒ Firm clear directions ☐ Negotiation ☒ Limited Choices ☐ Distraction ☐ Diversion
☐ Reassurance ☐ Planned Ignoring ☐ Contingent Touch ☐ Calm talking ☐ Calm Stance ☒ Patience ☒ Withdrawal Offered ☐ Withdrawal Directed ☐ Swap Adult ☐ Reminders about Consequences ☐ Success Reminders

Why Was The Measure Necessary? - (describe your dynamic risk assessment and why you honestly believed that the measure you chose was in the best interests of the child or young person)

☒ Risk to Self ☐ Risk to Others ☒ Risk to Safe Physical Environment ☒ Risk to Safe Psychological Environment ☐ Prevention of Psychological Distress ☒ Prevention of Physical Harm ☐ Prevention of Criminal offence ☐ Temporary Loss of Competence or Capacity

A description of the measure used (what you did and what you said): Wrap on floor

The effectiveness of the measure: John calmed

Duration of any measure of physical restraint or restriction in minutes and any time intervals between provision of active support: 20 seconds

Any consequences of the use of the measure:

A description of any injury to the child concerned or any other person: No injury

A description of any medical treatment ☐ offered or ☐ administered:

External Agencies Informed and supporting records:

<input type="checkbox"/> Medical Referral	(Date and/or log number)
<input type="checkbox"/> Social Worker	(Date and/or log number)
<input type="checkbox"/> Health & Safety Report (RIDDOR)	(Date and/or log number)
<input type="checkbox"/> LADO	(Date and/or log number)
<input type="checkbox"/> Safer Schools Partnership Support Officer	(Date and/or log number)
<input type="checkbox"/> Placing Authority	(Date and/or log number)
<input checked="" type="checkbox"/> Responsible Parent	(Date and/or log number)

☐ Confirmation that the person authorised to make the official record has spoken to the child or young person concerned and the person 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: Explained to John that he was held in order to keep him safe from kicking and breaking the glass. John said sorry and again went to grab me around the ankle. Mrs Whitman called for extra support from Mrs Callanan.

Name and signature of the person authorised to make this record: [Signature]
Name, signature and designation of person monitoring the records: 09.11.21 Date Checked: 09.11.21

RISK ASSESSMENT AND SIGNIFICANT INCIDENT / RESTRAINT / RESTRICTION RECORD

For Additional Details Refer To Supporting Documentation

Name of the child or young person concerned: John Morris Age: 5Name of the person using the measure: Sarah Callanan / Mrs WhitmanNames of any other people present: Mrs Whitman

Name of person completing this record:

Date: 09.11.21 Time: 12.30 Location: Reception Classroom

Details of the behaviour leading to the use of the measure (what the child or young person was doing or saying):

General defiance, throwing equipment saying no.Started copying another boy in class. Spilt pen up.Knelt down to speak to John and kicked out and hitDetails of any methods used to avoid the need to use that measure (what you did - what you said - what you tried): in face class☐ Humour ☒ Verbal advice and support ☒ Firm clear directions ☐ Negotiation ☐ Limited Choices ☐ Distraction ☐ Diversion☐ Reassurance ☐ Planned Ignoring ☐ Contingent Touch ☐ Calm talking ☐ Calm Stance ☐ Patience ☐ Withdrawal Offered ☐ WithdrawalDirected ☐ Swap Adult ☐ Reminders about Consequences ☐ Success Reminders

Why Was The Measure Necessary? - (describe your dynamic risk assessment and why you honestly believed that the measure you chose was in the best interests of the child or young person)

☐ Risk to Self ☐ Risk to Others ☐ Risk to Safe Physical Environment ☐ Risk to Safe Psychological Environment ☐ Prevention of Psychological Distress ☐ Prevention of Physical Harm ☐ Prevention of Criminal offence ☐ Temporary Loss of Competence or CapacityInjured teacher. Then grabbed legs of Mrs Callanan when she came down to support.

A description of the measure used (what you did and what you said):

Wrapped on floor. Very difficult as looking out and trying to run off.The effectiveness of the measure: Calmed down - managed to take himself to Sunshine Room.Duration of any measure of physical restraint or restriction in minutes and any time intervals between provision of active support: 30 seconds approxAny consequences of the use of the measure: John calmed.A description of any injury to the child concerned or any other person: some marks where held on armA description of any medical treatment ☐ offered or ☐ administered: None.

External Agencies Informed and supporting records:

☐ Medical Referral (Date and/or log number)☐ Social Worker (Date and/or log number)☐ Health & Safety Report (RIDDOR) (Date and/or log number)☐ LADO (Date and/or log number)☐ Safer Schools Partnership Support Officer (Date and/or log number)☐ Placing Authority (Date and/or log number)☒ Responsible Parent Tried to go to Dad to sign. (Date and/or log number)☐ Confirmation that the person authorised to make the official record has spoken to the child or young person concerned and the person 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:

John Couldn't explain why he hit at at MrsBashe: ending up kicking her in the face.Dad requested incident not explained tohim verbally but written down instead so thathe can read it and discuss with John'sMum.Did not sign paperwork here. Wants to take ithome instead.Name and signature of the person authorised to make this record: S. CallananName, signature and designation of person monitoring the records: J. Callanan Date Checked: 09.11.21

Notification to parent of a fixed period exclusion of 5 school days or fewer in one term, and where a public examination is not missed.

Dear **Mr J Morris and Ms E Goode**,

I am writing to inform you of my decision to exclude **John Morris** for a fixed period of **½ day**. This means that he will not be allowed in school for this period. The exclusion began on **Tuesday 9th November** and ends on **Tuesday 9th November 2021 at 3:00pm**.

I realise that this exclusion may be upsetting for you and your family, but the decision to exclude **John Morris** has not been taken lightly. **John Morris** has been excluded for this fixed period because **of physical assault against an adult**.

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion from now until **Tuesday 9th November 2021 at 3:00pm**, unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for **John Morris** to be completed on the days specified in the previous paragraph as school days during the period of his exclusion when you must ensure that he is not present in a public place without reasonable justification. Please ensure that work set by the school is completed and returned to us promptly for marking.

You and your child have the right to make representations about this decision to the governing body/management committee if you do not agree. If you wish to make representations please contact **Mrs Vicky Jackman Chair of Governors** in person, in writing to C/o St Stephens CE RSA Academy, Maybe Avenue, Redditch, Worcestershire, B98 8HW as soon as possible. Whilst the governing body/management committee has no power to direct reinstatement, they must consider any representations made by you and your child and may place a copy of their findings on your child's school record.

You are advised that the following sources of advice are available to you:

- Eileen Hughes Pupil Exclusion and Mediation Officer Worcestershire:
01905 766628
ehughes@worcestershire.gov.uk
- You may also find it useful to contact the Children's Legal Centre. They aim to provide free legal advice and information to parents on education matters.

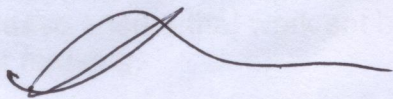
They can be contacted on 0808 802 0008 or at <http://www.childrenslegalcentre.com>. The advice line is open from 8 am to 8 pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.

- The current Statutory Exclusions Guidance:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921405/20170831_Exclusion_Stat_guidance_Web_version.pdf
- Parent Partnership Service Worcestershire
01905 610858
ppservice@worcestershire.gov.uk
- Worcestershire Gypsy Roma Traveller Education Team
01905 766609
Kpoole1@worcestershire.gov.uk

John's exclusion expires on **Tuesday 9th November 2021 at 3:00pm** and we expect John to be back in school on **Wednesday 10th November 21 at 8:45am**.

Yours sincerely

Mrs Sarah Callanan
Principal



cc. Child's school file