

Appendix 2

Kingsway Park High School - Use of Reasonable Force by a member of staff

Details of student or students on whom force was used by a member of staff (Name, Class)	
Date, time and location of incident	
Details of other students involved (directly or as witnesses) including whether any of the students involved were vulnerable for ALN, disability, medical or social reasons	
Description of incident by the staff involved including any attempts to de-escalate and warnings given that force might be used	
Reason for using force and description of force used	
Any injury suffered by staff or student and any first aid and/or medical attention required	
Reasons for making a record of the incident	
Follow up, including post-incident support and any disciplinary action against pupils	
Any information about the incident shared with staff not involved in it and external agencies	
When and how those with parental responsibility were informed about the incident and any views they have expressed	
Has any complaint been lodged – YES / NO	
Report compiled by: Name and role: Signature:	Report Countersigned by: Name and role Signature: