UCET Work Method Statement or Standing Operating Procedure

MUST READ RAMS

For other instructions relevant to this activity, you must read the following:

- ED 1 RAMS Activities Outdoors with Children (or Indoors)
- Working on Site 30 COVID 19
- Working on Site 31 Social Distancing in the workplace
- Working on Site 32 Activities on Site COVID 19 and Supplement

1. **The Activity: Method Statement**

Activity being carried out: Behaviour Management of Children

How is the activity completed?

Some visiting children have behaviour management issues. A variety of Team Teach techniques may be required to resolve behaviour issues.

School staff may also be involved

In some cases, behavioural problems are known before the group arrive

Behavioural issues are clarified and checked on the Hazard Exchange form

Known triggers are avoided during activity and interacting with group

The incident is removed from the other children and other staff members as soon as possible

Other children either continue with the activity, if possible, or take part in another activity away from the scene

De-escalation techniques (Team Teach training) are used in the first instance

Physical intervention (Team Teach training) is a last resort but may be necessary to keep those involved safe

Distance should be kept between the young person and adults where possible to avoid injury

Critical Incident plan should be put into action if the child runs or it is suspected that a weapon of some sort might be deployed

Team Teach techniques are only used when reasonable, proportionate and necessary

What equipment is used?

None

Reviewed annually unless procedure needs to change. Next Review due: January 2023

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What locations are approved for this activity?
This can occur anywhere on site

Who can lead this activity?
Ufton Education team who has attended Team Teach training, in association with school staff

Leader: student ratios

What else are we expecting visiting schools to do in addition to RAMS 1?
Share information about the needs of their children and any behaviour which might affect the session with UCET staff; Visiting teachers to assist in managing the behaviour, move other children away, visiting schools to inform Ufton of the potential and to let the leaders know the nature of the problem and triggers where known, allow delegated staff to manage the incident
What else are we expecting Ufton Staff to do in addition to RAMS 1?
Act in accordance with their training, report incident to head of Learning and Safeguarding

Which parts of this activity are visiting schools prohibited from doing?
Take part in physical intervention unless trained and part of the incident management group

2. **PPE to be issued and worn:**
Children: N/A
Staff: N/A

3. The Risk Assessment

Significant Hazards (These are in addition to those on any of the MUST READ RAMS)	Control measures in Place	Risk Controls Applied				Overall risk and additional comments
		Likelihood	Injury Outcome	Business Risk	Environmental impact	
Injury to staff	• In some cases, behavioural problems are known before the group arrive • Behavioural issues are clarified and checked on the Hazard Exchange form • The incident is removed from the other children and other staff members as soon as possible	2	3	3	1	18
Injury to other students	• Known triggers are avoided during activity and interacting with group • The incident is removed from the other children and other staff members as soon as possible • Other children either continue with the activity, if possible, or take part in another activity away from the scene					

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Children running away	• Critical Incident plan should be put into action if the child runs or it is suspected that a weapon of some sort might be deployed • Behavioural problems are shared on Hazard exchange form	**1**	**5**	**4**	**1**	**20** (Critical incident plan put into place)
Accusations of physical abuse and inappropriate contact with a child	• De-escalation techniques (Team Teach training) are used in the first instance • Physical intervention (Team Teach training) is a last resort but may be necessary to keep those involved safe • Distance should be kept between the young person and adults where possible to avoid injury • Team Teach techniques are only used when reasonable, proportionate and necessary	**2**	**3**	**5**	**1**	**30**
Damage to site	• Young person tracked during incident by member of staff • No tools left out or are accessible • Any resource which could be used to create damage is removed from reach if possible	**1**	**1**	**2**	**3**	**6**

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Safety and welfare of others on site	• The incident is removed from the other children and other staff members as soon as possible • Other visiting groups have their own space; overlaps are unusual	**3**	**3**	**2**	**1**	**18**

Key

Likelihood	**Injury Outcome**	**Business Risk**	**Environmental Impact**
1 Remote – no historical occurrences here but has happened elsewhere	1 No treatment	1 No impact	1 No impact
2 Unlikely – Occurs here but extremely rare (not in last year)	2 On site first aid administered	2 Minor impact	2 Minor Impact
3 Possible – has occurred in the last year	3 Treatment by external medical professional and same day discharge	3 Moderate short term impact	3 Moderate short term impact
4 Foreseeable – occurs occasionally (once per term)	4 Admission to hospital	4 Serious medium term impact	4 Serious medium term impact
5 Regular – occurs regularly (weekly)	5 Death or life changing injury	5 Very serious long term impact	5 very serious long term impact
Multiply Likelihood x Injury Outcome x Business Risk x Environmental Impact. Any score above 25 must result in control measures being applied in the additional comments column			