

Ingrow Primary  
School  
Broomhill Avenue  
Keighley  
BD21 1BW  
Head of School:  
Mrs A Campbell



Long Lee Primary School  
Cherry Tree Rise  
Keighley  
BD21 4RU  
Head of School  
Mrs S Holdsworth

Hub Manager  
Mrs Beth Farrar

Strategic Federation Leader: Mrs Angela Vinnicombe

# The Silver Birch Hub

## The Safe Space Room Policy

The policy is monitored by the Senior Leadership Team to support staff in applying agreed guidelines and the adherence to agreed rules. The monitoring of behaviour through observation and discussion forms part of on-going review procedures in school. The Achievement and Standards Committee, School Council and parents will also have opportunity to discuss and impact on the policy.

Agreed by governors

signed on behalf of governors

Review due: \_Sept 2018



To be the best that we can be



# The Safe Space Room Policy

## The Safe Space

### Define Why have a room?

The purpose of the safe space period is to provide (Child) with a chance to refocus and regroup. The location of the safe space is within The Nurture Room. During this time, (Child) is expected to be quiet and keep all parts of his body or any materials in the safe space area, not going. Likewise, the staff are not to engage (Child) in conversation, as long as he is following the safe space rules.

An adult will supervise the calming period and will determine how long the child needs, what needs to happen next and scaffold for the child what they need to do.

An adult will be with the child during safe space time. Staff will not engage (Child) in conversation during his safe space periods only act as a reassurance they are not alone.

### Chill out time

The use of chill out time will be avoided if possible and will be reserved for destruction of property, aggressive behaviours, or threatening or aggressive comments to staff and/or peers. Additionally, it will be reserved for times in which (Child) is refusing to follow directions after he has been in the safe space area. The staff to monitor (Child)'s safety.

#### *Chill-Out time with the Door Closed:*

Once in Chill-Out, (Child) needs to complete the following steps to come out of the Chill-Out room and return to his work/assigned activity:

TELL THE ADULT IN THE ROOM WITH THEM:

- 1) I am ready to talk....to work.....to re-join a group etc.
- 2) Go to the back of the Chill-Out room and sit down.
- 3) Before leaving the room the staff member tells (Child) what it is he needs to do. (Child) must be able to repeat those steps back to the staff member.

#### *Chill-Out with the Door Open:*

The Chill-Out door will remain open if (Child) goes into the Chill-Out room on his own and sits/stands at the back wall and does not talk or make noise. The same procedures (as for Chill-Out with the door closed) are followed at this point. The Chill-Out door will be closed if behaviour escalates (raising voice at staff, removing articles of clothing, etc.) or if child does not follow the above stated procedures.

Staff will document the use of Chill-Out by documenting the number of times the Chill-Out procedure is used, the length of time (Child) was in Chill-Out, the day and time of day each episode, and specifying (Child)'s antecedent behaviours which led to the Chill-Out.

If (Child) is in Chill-Out repeatedly during a school day, in cases where he will not cool down but he is safe, he will remain Zoned off within the blank room until he does cool down.

If, while (Child) is in the Chill-Out room, he requests to go to the toilet, he will need to be fully and appropriately dressed before he will be allowed out of the Chill-Out room to go to the toilet. If he is not fully and appropriately dressed and/or is refusing to become fully and appropriately dressed, staff should limit their verbal exchanges with him to "I don't trust you yet. Your mum has told us you can wait long enough to get fully dressed and calmed down before using the bathroom."

While in Chill-Out, (Child)'s inappropriate behaviour will be ignored.

A debriefing will **NOT** follow a time out session.

### **Coordination with the Home:**

Parent/carer will be called to be informed of any serious behaviour, although (Child) will stay in school.

### **Physical Restraint**

Restraint will be only be used in those situations where time out is not available or until (Child) can be escorted to the time out room. All efforts will be implemented to avoid the use of restraint; however if (Child) becomes out of control or violent and is a threat to the safety of himself or others, physical restraint may be used by trained staff.

### **Crisis Plan**

A crisis plan/update risk assessment will be constructed as required if (Child) does not follow the above stated procedures. This will be written by The Silver Birch Manager in consultation with all staff of The Silver Birch and to be ratified by Bradford Primary Inclusion Manager and Senior Leadership Team of Ingrow and LongLee Federation, the child's on roll school, parents/carers..

### **Monitoring of Behaviour Plan**

The behaviour plan will be monitored by The Silver Birch Hub team and will be evaluated every 6 weeks for effectiveness, via phone or meeting. The team will reconvene prior to the 6-week meeting in the event that (Child) is in crises.

\_\_\_\_\_  
(Child)'s Signature Date

\_\_\_\_\_  
Parent/Guardian's Signature Date

\_\_\_\_\_  
Mrs B Farrar The Silver Birch Hub Manager Signature Date