ALL DIFFERENT, ALL EQUAL, ALL LEARNING

Drayton Community Infant School
School Road
Norwich
NR8 6EP

Tel: 01603 860272
Email: officedrayton@istnorfolk.co.uk
Website: www.draytoninfantschool.co.uk

Partnership Head: Sarah Hutt

Nightingale Infant and Nursery School
Nightingale Drive
Taverham
Norwich
NR8 6LA
Tel: 01603 867976

Email: officenightingale@istnorfolk.co.uk
Website: www.nightingaleinfant.co.uk

Partnership Head: Sarah Hutt

15th September 2026

Dear Parents and carers,

We would like to inform you about changes to the way schools record and report incidents involving physical intervention.

There are occasions when staff may need to use reasonable and proportionate physical intervention to keep children safe, prevent injury, protect property, or maintain the safety and wellbeing of the school community.

This is not a new aspect of school practice. Staff within the Drayton and Nightingale Partnership have always been trained to use positive behaviour support strategies and, where necessary, safe physical intervention. Staff are trained in the Norfolk Steps approach, which promotes positive relationships, understanding behaviour, reducing risk and supporting children safely. Our aim is always to use the least restrictive approach appropriate to the situation and to carry out any intervention safely, respectfully and proportionately. Parents have also always been informed when a physical intervention has taken place.

What has changed is the way schools are now required to formally record and report these incidents. Recent Department for Education guidance places greater emphasis on providing parents with clear written information whenever a physical intervention has occurred.

Where a physical intervention has taken place:

- A member of staff will speak to a parent or carer, either in person at collection time or by telephone, to explain what has happened.
- The incident will be formally recorded using the school's Physical Intervention Recording Form (a blank copy of the form is shown at the end of this letter for your information).
- A copy of the completed form will be sent electronically to the primary contact by the end of the school day, or within 24 hours where this is not possible.
- If parents wish to discuss the incident further after viewing the report, they are welcome to contact the school office to arrange a conversation with the appropriate member of staff.

The completed form will be shared with the parent or carer listed as the primary contact on our school records. If your family circumstances mean that the form should be shared with more than one parent or carer, please let the school office know. We will do our best to meet your requirements and ensure information is shared appropriately.

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Finally - for some pupils, physical intervention may form part of a planned and agreed approach to maintaining safety and supporting the child's individual needs. Where this is appropriate, the strategies will be included within the child's support plan. These plans are developed collaboratively with parents and carers so that everyone understands the approaches being used and the reasons for them. Where this applies, the recording and reporting process outlined above will still be followed.

We hope this information helps explain the updated reporting arrangements. As always, our priority is to keep children and staff safe, and to work closely with families to support pupils effectively.

Yours sincerely

S Hutt

Sarah Hutt
Partnership Headteacher

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INCIDENT RECORD – Physical Intervention

Child details:

Name: _____ Date of incident: _____

Class: _____ Time of incident: _____

Type of incident:

Reasonable Force	Restrictive Physical Intervention	Seclusion
(RF - non-restrictive contact) ☐	(RPI - movement restricted) ☐	(supported in a separate space with an adult - not left alone) ☐

Location of intervention: _____

Duration of intervention: _____

Triggers:

Noise/busy ☐	Sensory under-stimulation ☐	Demand/request ☐
Change/transition ☐	Communication difficulty ☐	Personal space invaded ☐
Anxiety/distress ☐	Peer incident ☐	Other ☐ (detail on safeguarding log)
Sensory overload ☐	Fatigue/hunger/illness ☐	

De-escalation attempted:

Verbal reassurance ☐	Sensory support ☐	Other ☐ (detail on safeguarding log)
Give space ☐	Support from another adult ☐	
Distraction/redirection ☐	Withdrawal of peers ☐	
Change environment ☐	Expectations/reminders given ☐	

Physical intervention used:

Reasonable Force	Restrictive Physical Intervention
Guiding using force ☐	Single-adult restrictive hold ☐
Blocking a hit/kick/bite/other ☐	Two-adult restrictive hold ☐
Separating children to prevent injury ☐	Standing restrictive hold ☐
Stopping unsafe movement - exit/stairs/road/other ☐	Seated restrictive hold ☐
Protective positioning between pupils ☐	Other restricted hold ☐ (detail on safeguarding log)
Releasing from a grab - hair/clothing/wrist/other ☐	Seclusion
Other physical contact ☐ (detail on safeguarding log)	Child supported in a separate space ☐

Why was action necessary?

Risk/actual self-harm ☐	Prevent loss of learning to others ☐
Risk/actual harm to adults ☐	Risk/actual damage to property ☐
Risk/actual harm to peers ☐	Risk/actual absconding/unsafe exit ☐
Planned proactive use (intervention as per plan) ☐	

This incident will be recorded fully on our safeguard logging system.
Please contact school for any further details.