

UCET Work Method Statement or Standing Operating Procedure

1. The Activity

Activity being carried out: Behaviour Management of children

How is the activity completed?

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

What equipment is used?

None

What locations are approved for the activity?

This can occur anywhere on site

What are we expecting the public to do?

Take note of the Hazard Exchange Form information shared and act on it; 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

Which parts of the activity are the public prohibited from doing?

Take part in physical intervention unless trained and part of the incident management group

What significant hazards have you identified in the activity?

- Injury to staff
- Injury to other students
- Children running away
- Accusations of physical abuse
- Damage to site

What control measures do you have already in place?

- 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

2. Hazards if exposed during the activity

Physical injury to staff or other children, risk of accusation of physical abuse

3. Other safety Instructions

Follow Team Teach training techniques but only if you are going to carry them out confidently and competently

4. Risk Controls Applied

Hazard	Likelihood	Injury Outcome	Business risk	Environmental impact	Overall risk and additional comments
Safety and welfare of children on site	1	3	3	1	9
Child absconds	1	5	4	1	20 Critical Incident plan is put into action
Accidental injury to staff or other students	2	3	3	1	18
Accusation of inappropriate contact with a child	1	1	5	1	5
Accusation of child abuse	2	3	5	1	30
Damage to site	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			