



Colby School

Safe Touch Policy

Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [What is safe touch?](#)
4. [Types of safe touch](#)
5. [Reasonable force](#)
6. [Reporting inappropriate touch](#)
7. [Training of staff](#)
8. [Monitoring and review](#)

Statement of intent

At Colby School, we understand that appropriate relationships between staff and pupils are paramount to promoting the safeguarding of pupils at our school.

This policy has been created with the aim of ensuring that all members of staff are aware of their responsibilities in terms of appropriate and inappropriate touch when involving pupils.

All pupils are entitled to receive an education in an environment where they feel safe, secure and respected. The school is dedicated to ensuring that no pupil feels threatened or disrespected in terms of physical contact between themselves or a member of staff.

1. Legal framework

- 1.1. This policy has due regard to statutory legislation including, but not limited to, the following:
 - Equality Act 2010
 - The Children Act 1989
- 1.2. This policy also has due regard to government guidance including, but not limited to, the following:
 - DfE 'Keeping children safe in education'
 - DfE 'Working Together to Safeguard Children'
 - DfE 'Use of reasonable force'

2. Roles and responsibilities

- 2.1. All members of staff at our school have a duty of care towards pupils and will be aware of the boundaries involving physical contact.
- 2.2. The DSL is responsible for conducting safeguarding training for members of staff and ensuring that they are aware of their responsibilities, in line with the school's Child Protection and Safeguarding Policy.
- 2.3. The Headteacher is responsible for ensuring that all staff engage in safe touch with pupils, and only where absolutely necessary.
- 2.4. All members of staff are responsible for ensuring that no pupil feels threatened or unsafe at our school as a result of inappropriate touch.
- 2.5. All members of staff have a responsibility to report any instances of inappropriate touch to the DSL.
- 2.6. The Headteacher is responsible for communicating with parents and ensuring that they are aware of this policy.
- 2.7. The school has a responsibility for ensuring that it creates and promotes a culture in which pupils' wishes and feelings are respected.

3. What is safe touch?

- 3.1. For the purpose of this policy, "safe touch" is defined as physical contact that, if otherwise avoided, would be inhumane, unkind and potentially emotionally or physically damaging for the pupil.
- 3.2. Safe touch should never be invasive, humiliating or flirtatious.
- 3.3. The school understands that the following examples are instances of safe touch which may occur between staff and pupils:
 - Comforting an upset or distressed pupil
 - Congratulating or praising a pupil

- Holding the hand of a pupil to guide them, such as when crossing a road or walking to assembly
- Giving first aid to a pupil
- Demonstrating exercises or techniques during PE lessons
- Administering medicine
- Using musical instruments

4. Types of safe touch

- 4.1. The school understands that certain types of physical contact between staff and pupils are inappropriate, such as hugging, lap-sitting and some instances of holding hands.
- 4.2. The school recognises that the only appropriate places to touch pupils are on the shoulders, arms and back.
- 4.3. The school places the following restrictions on hugging:
 - We encourage staff using touch for reward or comfort to use the 'school-hug', rather than an embrace.
 - The school-hug is a sideways hug whereby the member of staff places their hands on the pupil's shoulders.
 - This type of hug prevents the pupil from turning themselves towards the member of staff and thus engaging in a 'front' embrace, which the school deems as inappropriate.
- 4.4. The school recognises that all instances of lap-sitting are inappropriate and therefore we prohibit this interaction between members of staff and pupils.
- 4.5. The school understands that pupils are not always aware of the boundaries between staff and pupils and thus may try to engage in physical contact such as lap-sitting or inappropriate hand-holding and hugging.
- 4.6. Should a pupil try to engage in any inappropriate physical contact, the member of staff will explain to the pupil why it is unacceptable and encourage them to engage in the school-hug instead.
- 4.7. If a member of staff attempts to use one of the safe methods of touch and a pupil is unhappy with this, particularly with regards to those with SEND, the member of staff will retract immediately in order to respect the pupil's wishes.
- 4.8. Appropriate touch involving pupils with SEND will be in line with their EHCP plan or Communication Passport.

5. Reasonable force

- 5.1. The school understands that there are times when members of staff must provide physical intervention whereby a pupil presents danger to themselves or others.
- 5.2. All staff have the legal power to use reasonable force. In these instances, staff must always explain the reasons for their actions to the pupil and why it was necessary.
- 5.3. Reasonable force may be required in order to control or restrain a pupil in extreme circumstances, such as needing to guide a pupil to safety.
- 5.4. At all times, members of staff will ensure they use reasonable force in such a way as to avoid any injury to the pupil, but the school recognises that in some extreme cases, such as immediate intervention to prevent worse physical injury, this may not be possible.
- 5.5. The school can use reasonable force in situations when:
 - Disruptive pupils must be removed from the classroom and have previously refused to.
 - Members of staff need to control disruptive pupils on school trips, or similar.
 - Members of staff must prevent a pupil from leaving a classroom when doing so would lead to a risk of their safety.
 - A pupil is attacking a member of staff or another pupil.
 - A pupil is at serious risk of harming themselves and a member of staff must intervene to prevent this.
- 5.6. Any occurrences of the use of reasonable force will be reported to the Headteacher, who will keep a written record of this and communicate it to the pupil's parents.
- 5.7. The school will ensure it has considered the risks involved when using reasonable force involving pupils with SEND, particularly recognising the additional vulnerability of this group.

6. Reporting inappropriate touch

- 6.1. If a pupil attempts to engage in any inappropriate touching, the member of staff involved will report this immediately to the Headteacher, in order to prevent any allegations of inappropriate physical contact.
- 6.2. If another member of staff suspects or witnesses inappropriate physical contact, whereby the member of staff is willingly involved, they will report this to the DSL immediately.

- 6.3. The Headteacher will keep a written record of all instances of reported inappropriate touch.
- 6.4. Any allegations against staff will be dealt with as a matter of urgency, and in accordance with the procedures outlined in the school's Safeguarding Policy.

7. Training of staff

- 7.1. The DSL will conduct annual safeguarding training for all members of staff in relation to safe touch, including use of reasonable force.
- 7.2. All staff will be regularly reminded of the methods of safe touch employed by our school and will communicate these to the pupils they are in contact with.

8. Monitoring and review

- 8.1. This policy is reviewed on an annual basis by the Headteacher and DSL, who will make any necessary changes and communicate these to all members of staff.
- 8.2. All members of staff are required to familiarise themselves with this policy as part of their induction.
- 8.3. This policy was reviewed in September 2025. The next review date in September 2026.