

YSGOL GYNRADD



Time-Out Policy

This Policy should be viewed in the context of the School Positive Behaviour Management Policy, Physical Intervention Policy and the Vale of Glamorgan's Policy and Guidelines for the use of Time-Out in schools and Educational settings.

At Albert Primary School, Time out as a strategy is used in line with our Positive Behaviour Management Policy and as part of agreed behaviour management plans, IBPs and individual positive handling plans. This involves removing the child/young person from a situation, which causes anxiety or distress, to a location where they can be continually observed and supported until they are ready to resume their usual activities. The paramount consideration is that the action is taken in the best interest of the child/young person and that it reduces, rather than increases, risk to themselves or others.

The use of the time out area must ensure that safeguarding and welfare of the child/young person is of paramount importance.

Regular risk assessments will be undertaken with colleagues from appropriate agencies to ensure a shared understanding of the use of the time out area and restraint procedures to prevent inappropriate incidences arising.

Consideration will be given to the following:

1. Time-out should only be used as part of an agreed behaviour management plan/policy.
2. Time-out is used for children and young people to prepare themselves for the classroom.
3. Use of time out area must be for relatively short, time limited periods relevant to age and risk.
4. A child or young person must **not** be locked in an area.
5. A child or young person must **not** be in an area where they cannot be continuously observed and supervised.
6. Staff must be trained on / clear about the use of the time out.
7. Discussion regarding how the time out area is used must be shared with parents and a signed written agreement produced.
8. Use of the time out area is recorded in writing and parents notified.
9. Clear monitoring arrangements must be in place.
10. Opportunities are created to give the child/young person the choice to re-join the class, group, activity.

11. The time out area should be seen as an extension of the classroom.
12. Good practice will always be concerned with assessing and minimising risk to children/young people, staff and others and ensure intervention is in the best interests of the child/young person.
13. Good practice will always be concerned with pre-planning responses, where possible.
14. Use of the time out area will always be followed by a dialogue between child/young person and staff to discuss the incident and protect good relationships.
15. The use of the time out will be explained to the child / young person and should be clearly understood.
16. The time out area can be used as a managed space when there is a situation that a child / young person feels he/she cannot engage in.
17. Governors and Council officers will be kept updated regarding the use of the time out area in line with Council Policy.

Document Information			
Created by -	Based on Vale Model Policy	Reviewed by -	Full Governing Body
Date Adopted-	March 2015	Next review -	Spring 2017
Review Cycle -	Every 2 years	Accepted by FGB -	March 2015
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