

# Fort Royal

Community Primary School

*"Play, Learn, Laugh, Succeed"*

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Dear Parents and Carers,

We are writing to inform you about updated national guidance on how schools must record and report certain incidents involving restrictive interventions. This guidance came into effect on 1 April 2026 and applies to all schools in England.

[Use of reasonable force and other restrictive interventions guidance](#)

## **What has changed?**

Schools are now required to:

- Record and report each significant incident where reasonable force is used to keep a pupil safe
- Record and report all incidents of seclusion or restraint (physical holds), even if no force is used

Schools must also inform parents as soon as possible, ideally on the same day.

While we have a duty to share this updated guidance with you, we would like to reassure you that Fort Royal has followed these principles and processes for many years. As a result, these changes do not require any significant change to our current practice.

## **What is a "significant incident"?**

A significant incident is when physical intervention is used to keep a pupil, other pupils, or staff safe, and goes beyond normal, appropriate physical contact (such as guiding a pupil by the hand, comforting them, or providing first aid).

Examples include:

- Holding a pupil to prevent harm to themselves or others
- Blocking a pupil from leaving an area where there is immediate risk
- Physically guiding a pupil away from danger when they are unable to move safely
- Intervening to safely separate a pupil who is dysregulated and placing others at risk

These situations usually arise where there is a risk of harm, serious distress, or significant damage.

## **What is not a significant incident?**

Everyday, appropriate physical contact is not included. For example:

- A pat on the shoulder
- A handshake
- Holding a child's hand to guide them
- Helping a pupil after a fall
- Providing first aid or comfort
- Demonstrating a PE or music activity

## **What is "seclusion"?**

Seclusion means keeping a pupil away from others and preventing them from leaving a space. It is important to understand that:

- Seclusion is not used as a punishment
- It is only used when a pupil is highly distressed or dysregulated and there is an immediate safety risk
- It is always supervised
- It ends as soon as the situation is safe

## **What will happen if an incident occurs?**

If a significant incident, seclusion, or restraint occurs, we will:

- Record the incident as soon as possible (usually the same day)
- Inform you as soon as we can (by phone, message, or email)

We will share key information, including:

- When and where the incident took place
- Why the intervention was needed
- What action was taken
- Any injuries, if applicable

Where helpful, we may also invite you to discuss:

- Possible triggers or early signs
- Strategies that support your child
- How we can work together to reduce the likelihood of future incidents

## Our commitment

These changes are intended to support safety and transparency. At Fort Royal, we remain committed to:

- Building strong relationships, creating supportive environments, and using personalised strategies to help pupils regulate. See [FRS Relationship-based Behaviour Regulation Policy](#)
- Preventing situations from escalating wherever possible
- Using de-escalation strategies as our first response
- Only using restrictive interventions when absolutely necessary, and in a safe and proportionate way
- Supporting pupils and staff following any incident

If you have any questions about this guidance or our approach, please do not hesitate to contact us.

Yours sincerely,



Ed Francis  
Headteacher

