



## Guide lines on using the Calm Room

(Updated and agreed by The Governing Body on 23 September 2019)

*These guidelines should be read in conjunction with North Ridge High School's policy on Positive Handling.*

### **Aim**

The calm room should be used to enable pupils to gain control of their emotions in a safe secure environment.

### **The Environment**

The room is intended to be a safe clutter free environment with:

- Carpet.
- The colour of the room is intended to be calming.
- Bean bags/ settees will be available for the pupils to sit safely.
- The walls of the room are covered in vinyl covered foam to ensure that a pupil moving around cannot be hurt.

### **Use of the calm room**

A pupil may need the calm room for different reasons:

- To self-regulate
  - To calm down after an incident.
  - To de-escalate an incident or pre-empt one by changing environments.
  - To use as a bolt hole chosen by the pupil.
  - A safe place for a pupil during an incident.
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- The calm room needs to be seen by each pupil, as a positive, safe place so should never be used as a sanction, time out or as a threat.
  - Two staff should be present if a pupil is in crisis situation. However if the pupil needs to calm or simply needs some quiet space to share some quality time with a member of staff then informing everyone where you are going should be enough.
  - Staff should use SAS Red alert to request additional assistance if needed.
  - Check the room is free before you go down.
  - If appropriate bring favourite items with you to help the pupil calm down.
  - If a pupil is in crisis try not to use too much language as this can be threatening and over stimulating. Allow them to calm themselves without too much intervention or attention until they request it themselves.
  - Give the pupil plenty of time to become ready to return to the group. It may take longer than you anticipated so do not rush them.

- There is a box of resources outside each calm room with timers and visuals. These should be used to support the pupil.
- Give the pupil a focus when they go back to class, a low demand task or activity that they enjoy, helping them to rejoin the class in a positive way.
- The door is only there for fire safety regulations. It is recommended that if there is a pupil using the room you keep the door open. **NO PUPIL MUST BE SHUT IN THE CALM ROOM ALONE.** If a pupil closes the door themselves or asks for it to be closed then staff must remain supervising/ monitoring the pupil by observing through the window.
- If the door is closed by the pupil the light **MUST** be on.
- The door must be opened immediately that the pupil requests this and a member of staff sit calmly with the pupil until they are ready to return to class. The head teacher/deputy head and parent/ carer must be informed of the incident.
- The incident must be recorded using the iPad and an IRIS form completed.