SUSSEX ALTERNATIVE PROVISION COLLEGE
Head Office, Cuckfield Road, Burgess Hill,
West Sussex, RH15 8RE

September 2026

To all WSAPC staff

I hereby confirm that all teachers/education staff are authorised to use reasonable force to control or restrain pupils.

This authorisation is permanent for all teachers/education staff, subject to satisfactory completion of training as soon as possible after induction and the subsequent satisfactory completion of update training when it is arranged by the school.

I do not authorise any other staff to use force to control or restrain pupils. Examples of such staff might include office staff, premises staff, staff that have physical disabilities or temporary staff, notwithstanding that they may have undertaken training.

I will, as Head Teacher, maintain a register of all authorised staff members who have been trained and are therefore empowered to use reasonable force in accordance with this policy.

Yours faithfully

Doug Thomas


Doug Thomas (Oct 15, 2026 10:37:23 GMT+1)

Head Teacher
West Sussex Alternative Provision College

Positive Handling Heads Authorisation Letter 2026

Final Audit Report 2026-10-15

Created:	2026-10-15
By:	Vanessa Brown (VaBrown@wsapc.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvPahRJJbPO8v9ZWwtu6Dy3JZVT0HsNcY

"Positive Handling Heads Authorisation Letter 2026" History

Document created by Vanessa Brown (VaBrown@wsapc.co.uk)
2026-10-15 - 9:10:32 AM GMT

Document emailed to Doug Thomas (dthomas@wsapc.co.uk) for signature
2026-10-15 - 9:10:54 AM GMT

Email viewed by Doug Thomas (dthomas@wsapc.co.uk)
2026-10-15 - 9:36:35 AM GMT

Document e-signed by Doug Thomas (dthomas@wsapc.co.uk)
Signature Date: 2026-10-15 - 9:37:23 AM GMT - Time Source: server - Signature Appearance Selected: DRAW

Agreement completed.
2026-10-15 - 9:37:23 AM GMT

Adobe Acrobat Sign