POLICY

For

Violence, threatening behaviour and abuse against school staff or other members of the school community

Amended

New Sep 2016	**Sep 2019**	**Sep 2022**	**Sep 2025**
Sep 2017	**Sep 2020**	**Sep 2023**	
Sep 2018	**Sep 2021**	**Sep 2024**	

Striving for excellence, caring for all
Within a loving and caring Christian environment.

Our Academy Vision

We are a community in which everyone is offered the opportunity to fulfil their full potential, to understand themselves and be valued for who they are. Through a stimulating and challenging learning environment, we pursue academic excellence and seek the flourishing of all. This is because we know we are all God's children.

"Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as you ever can." John Wesley

Rationale:

'Let all that you do be done in love.' 1 Corinthians 16:14

At Abbey Academies Trust (AAT), the Trustees, Governors, CEO/Executive Headteacher, Headteacher and Heads of School take responsibility for protecting the health and safety of their staff and pupils. Violence, threatening behaviour and abuse against staff or other members of the school community will not be tolerated. All members of the school community have a right to expect that their school is a safe place in which to work and learn. There is no place for trespass, nuisance or disturbance, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property. Where such behaviour does occur, the Trustees, Governors, CEO/Executive Headteacher, Headteacher and Heads of School will play a proactive role in taking all possible action to deal with it.

The Health and Safety Executive (HSE) defines work-related violence as:
'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.'

It is important to remember that this can include:

- verbal abuse or threats, including face to face, online and via telephone
- physical attacks

This might include violence from members of the public, customers, parents/carers, service users and pupils towards a person at work.

For violence to be work-related, it must be in connection with the work activity. For example, the following situations would not be included in this definition:

- personal disputes between workers and other people, such as family members
- violence between people not at work, such as customers or service users

Procedures for what to do if an incident arises:

- Ask the person to leave, or if the person is not violent invite them into a room away from other people
- In an emergency, contact the Police (using the school's Emergency Plan) and the Chair of Trustees or Vice Chair of Trustees or Chair of the Local Governing Board
- Record the incident on the incident form provided (see Appendix A)

- Report the incident to the CEO/Executive Headteacher, Headteacher, Head of School and Chair of Trustees or Vice Chair of Trustees or Chair of the Local Governing Board
- The Trustees and CEO/Executive Headteacher will consider any follow up action that may be necessary.

The guidelines are as follows:

- Stage 1 – The person will be invited to attend a formal meeting with the Chair of Trustees and CEO/Executive Headteacher, Headteacher or Head of School to agree the terms of future behavioural conduct in partnership with the school
- Stage 2 – If the incident cannot be resolved at stage 1 then a person may be excluded from the school premises for a temporary period under Section 547 Education Act 1996. If the person has a child at the school, the person may be asked to bring their child to school but not pass through the school gate
- Stage 3 – A second invitation will be made to attend a formal meeting with the Chair of Trustees and CEO/Executive Headteacher, Headteacher or Head of School to agree the terms of future behavioural conduct in partnership with the school
- Stage 4 - If the incident cannot be resolved at stage 3 then the assailant may be permanently excluded from the school premises under Section 547 Education Act 1996
- In the case of a criminal offence, or where there is doubt about whether an incident should be formally reported to the Police, advice from the Police will be sought to determine what legal action might be required
- A letter will be given to the assailant by the Chair of Trustees advising them of any action to be taken. (See Appendix B for model letter)
- Where appropriate the Trustees and Governors will support and encourage a member of staff or victim who may be a parent/carer to seek support i.e. counselling, police or legal representation

Health and safety risk assessment of staff and other members of the school community:

If a potential risk to the health and safety of staff arises from abusive or violent individuals, a risk assessment will be made by the school's Health and Safety Representatives in an effort to minimise the risk. The object of the risk assessment is to:

- identify and assess the risks
- determine appropriate actions
- advise Trustees and Governors about actions that need implementing
- monitor the results
- provide feedback

Appendix A - Incident Report Form

This includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.

This form should be completed as fully as possible (please use a continuation sheet if necessary). For an incident involving or witnessed by a pupil, a member of staff should complete the form on their behalf. However, any discussion between one witness and another should not precede completion of the form, as this might lead to allegations of collusion.

Date of incident:

Day of week:

Time:

1. Member of staff reporting incident

Name:

Position:

2. Personal details of person assaulted/verbally abused (if appropriate)

Name:

Job/Position (if member of staff):

Class:

Age:

3. Details of trespasser/assailant(s) (if known)

4. Witness(es) if any
Name:

Address:

Age (approx)/ Sex:

5. Details of incident
a) **Type of incident** (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment received etc)

b) **Location of incident** (attach sketch if appropriate)

c) **Other details:** describe incident, including, where relevant, events leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present

6. Outcome: (e.g. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)

7. Other information (to be completed as appropriate)
a) Possible contributory factors

b) Is trespasser/assailant known to have been involved in any previous incidents YES/NO

c) Give date and brief details of (b) if known

d) Had any measures been taken to try to prevent an incident of this type occurring? If so, what?

Could they be improved?

e) If no measures had been taken beforehand, could action now be taken? If so, what?

f) Name and contact details of police officer involved, and incident number or crime reference number, as appropriate

g) Any other relevant information

Signed:

Date:

Please return as soon as possible to Chair of Trustees and/or CEO/Executive Headteacher//Headteacher/Head of School

Appendix B – Model letter to assailant

Dear Sir/Madam,

I have received a report from the CEO/Executive Headteacher / Headteacher / Head of School about your conduct on (enter date and time).

[Add summary of the incident and of its effect on staff, pupils, other parents.]

I must inform you that the Trust Board will not tolerate conduct of this nature on its premises and will act to defend its staff and pupils. On the advice of the CEO/Executive Headteacher / Headteacher / Head of School I am therefore instructing that (for a temporary period) you are not to reappear on the premises of the school. If you do not comply with this instruction, I shall arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

For the duration of this decision, you may bring your son(s)/daughter(s) (complete as appropriate) to school and collect them/him/her (delete as appropriate) at the end of the school day, but you must not go beyond the school gate. (In the case of infant children, also insert) arrangements have been made for your (delete as appropriate) son(s)/daughter(s) (insert child/rens names) to be collected from, and returned to you, at the school gate by a member of school staff.

The withdrawal of permission for you to enter the school premises takes effect straightaway.

However, I still need to decide whether it is appropriate to confirm this decision. Before I do so, I wish to give you an opportunity to give me, in writing, any comments or observations of your own in relation to the report that I have received from the CEO/Executive Headteacher / Headteacher / Head of School. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct. To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by (state date ten working days from the date of letter).

If on receipt of your comments I consider that my decision should be confirmed, you will be supplied with details of how to pursue a review of the circumstances of your case.

Yours sincerely,

Chair of Trustees/LGB