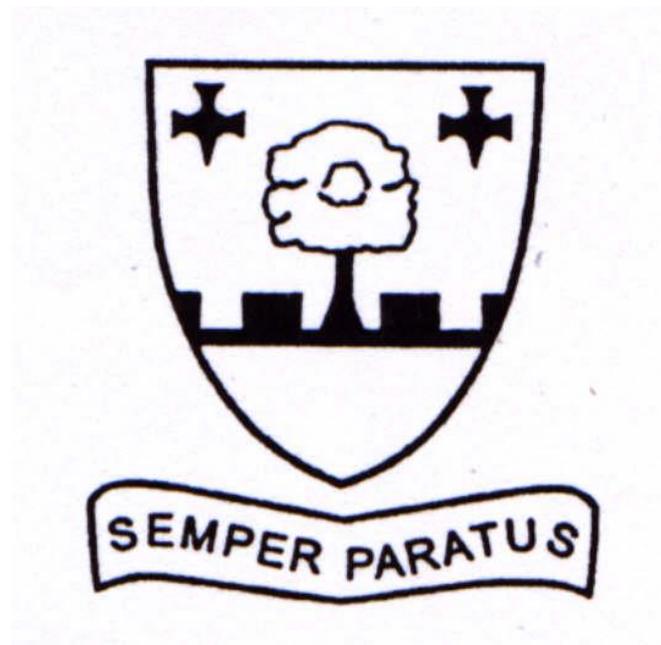


ELMWOOD JUNIOR SCHOOL



Policy for Preventing Violence Towards Staff

Issue 1

Contents:

Statement of intent

1. Definitions
2. Roles and responsibilities
3. Preventing incidents
4. Dealing with incidents
5. Harassment
6. Banning from the school premises
7. Recording and reporting incidents

Appendices

Appendix 1: Incident Report Form

Statement of intent

Elmwood Junior School is committed to preventing violent behaviour directed towards our staff by parents/carers and pupils. No member of staff will be expected to accept exposure to violence as part of their job role.

Elmwood Junior School employs a zero-tolerance policy on violence towards members of staff; under no circumstances is violence towards any member of staff considered acceptable.

In this policy, the term 'staff' refers to all temporary and permanent, full-time and part-time, teaching and support staff, as well as casual employees.

This policy relates to violence and aggression directed at staff, in connection with their duties, from parents/carers and pupils.

It is the responsibility of the Head Teacher and the Governing Body to maintain this policy and to ensure that it is carried out successfully within the school.

1. Definitions

- 1.1. Elmwood Junior School accepts the Health and Safety Executive's definition of violence at work as:

"Any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment."

In terms of this policy, 'public' could be taken to mean parents, pupils, visitors, or other staff members.

- 1.2. Types of violence, threatening behaviour and abuse understood in this policy include:

- Verbal abuse – abusive and aggressive language, oral or written.
- Physical assault – assault causing minor injury, such as a graze, minor bruising, reddening of the skin, minor cuts/lacerations, or a more serious injury.
- Physical abuse – attempted assault which did not result in physical harm.
- Sexual assault – sexual assault resulting in physical harm such as bruising, cuts/lacerations, or more serious injury.
- Sexual abuse – inappropriate sexual behaviour not resulting in physical harm.
- Property damage or theft – damage to, or theft of, the employee's personal property.
- Other – any form of physical assault or psychological abuse not defined above, which the employee considers sufficient to warrant concern.

- 1.3. Harassment is defined as:

"a pattern of persistent and unreasonable behaviour which is not abusive or overtly aggressive, but which can be perceived as intimidating and oppressive."

2. Roles and responsibilities

- 2.1. The Governing Body will:

- Acknowledge its legal duty of care towards school staff and pupils and its responsibility to ensure the school is a place where both staff and pupils are safe from violence or aggression.
- Oversee the implementation of this policy.
- Advise all members of staff of this policy.
- Ensure all staff likely to be affected are informed, through the Head Teacher, of any circumstances which are likely to carry a risk of violent or aggressive behaviour.
- Authorise appropriate members of staff to exclude persons behaving inappropriately from the school premises, under Section 40 of the Local Government (Miscellaneous Provisions) Act 1982.

- Maintain a continuing programme of risk assessments of violence towards staff, in close consultation with the Head Teacher.
- 2.2. The Head Teacher will:
- Report the outcome of the risk assessment of violence towards staff to the Governing Body annually.
 - Ensure that all staff have read and understood this policy.
 - Consider all reported incidents against the definitions outlined in Section 1.
- 2.3. All members of staff should:
- Follow the procedures for preventing incidents, dealing with incidents, and recording and reporting incidents.
 - Report every instance of probable violence and/or aggression, and any hazards, risks or problems, to the Head Teacher.
 - Assess the risk to themselves in each situation and do their utmost to ensure their own safety.

3. Preventing incidents

- 3.1. Elmwood Junior School will carry out an annual risk assessment of violence towards staff.
- 3.2. Staff will receive appropriate training as part of their induction and follow-up training as required.

4. Dealing with incidents

- 4.1. When dealing with an incident, staff are advised to employ the following strategies:
- Be assertive but not aggressive
 - Speak calmly without raising their voice
 - Be polite but firm
 - Seek assistance
 - Maintain a safe distance from the aggressor
 - Think of an escape route, should the need arise
 - Be mindful of body language and stances to physically defend themselves
 - Walk away, where possible
- 4.2. All incidents will be logged and recorded on an Incident Report Form which are kept in the School Office (see Appendix 1). The Head Teacher should be immediately informed of any incidents, and should liaise with the police where necessary.
- 4.3. The police should be called via 999, in cases of emergency, where:
- There is danger to life.
 - There is a likelihood of violence.

- An assault is in progress.
 - The offender is on the school premises.
 - An offence has just occurred and an early arrest is likely.
- 4.4. In the event of an emergency, staff should also acquire assistance from a member of the Senior Management Team, if available, or the nearest member of staff.
- 4.5. Where police involvement is required, but the incident is not considered to be an emergency, the local police should be contacted on 101.
- 4.6. Elmwood Junior School will ensure that help, support and counselling are made available to victims of violence at the time of the incident and in the long-term.
- 4.7. Any member of staff or pupil who engages in an act of violence towards a member of staff will be subject to the appropriate disciplinary procedures.

5. Harassment

- 5.1. If a staff member becomes subject to harassment from individual parents/carers or pupils, this may constitute an offence under the Protection from Harassment Act 1997.
- 5.2. In cases of harassment, staff should make records of all incidents in writing, taking note of the date, location, and means of communication.
- 5.3. Staff should inform the Head Teacher, who will contact the LA for advice and support.

6. Banning from the school premises

- 6.1. Elmwood Junior School will take action to withdraw permission for any parent/carer/visitor, who behaves unreasonably, to be on school premises.
- 6.2. Throughout the process, full records should be made of each incident, including witness details, should evidence need to be provided in court.
- 6.3. Any incident which could warrant banning from the school premises should be reported to the Head Teacher.
- 6.4. Any person who is at risk of being banned will be informed in writing. Any person who has been banned from the premises will receive written confirmation of the ban.
- 6.5. If a person who has been banned subsequently trespasses on the premises and causes nuisance or disturbance, this may be considered a criminal offence under Section 206 of the Education Act 2002.

7. Recording and reporting incidents

- 7.1. All incidents should be recorded on an Incident Report Form, copies of which may be obtained from the School Office (see Appendix 1).
- 7.2. All incidents should be reported to the Head Teacher.
- 7.3. Evidence collected may be used later if court proceedings are brought against an alleged assailant.
- 7.4. Elmwood Junior School may carry out risk assessments on individual pupils, whose behaviour constitutes cause for concern.

8. Review

- 8.1 This policy will be reviewed every 3 years, or in light of any changes to relevant legislation, by the Head Teacher.

Policy approved on: 23 April 2018



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Appendix 1: Incident Report Form

Confidential Elmwood Junior School - Incident Report Form

Name of staff member	
Date and time of incident	
Name(s) of witnesses	

Include as much detail of the incident as possible. Be as factual and precise as you can, including quoting actual words.

