

BRIZE NORTON PRIMARY SCHOOL
Safety from Violence and Aggression Policy

This policy was agreed with staff in September 2012 and adopted by the Governing Body on 15th November 2012.

Review Date Planned	Review Date	Date adopted by Governing Body
15 th November 2013		

Policy statement

The Governing Body wants to ensure that everything possible is done to protect staff from the risk of violence and aggression. This is done in accordance with the following principles:

- Violence and aggression against staff is unacceptable and employers carry a legal and moral duty on behalf of the community as a whole to do everything reasonably possible (within the constraints imposed by the duty of care to parents/carers and resources) to keep School Staff free from harm; those workers have a similar duty to colleagues and themselves.
- Parents/carers have responsibilities as well as rights and one of these responsibilities is to not abuse School Staff.
- Both risk and harm arising from violence and aggression can be significantly reduced by staff and employers working effectively together, drawing on the evidence of good practice, and with the support of the School.
- The Governors reserve the right to take appropriate action against the perpetrators of abuse towards staff and pupils.
- This concerns all staff in every role where there might be an incident of violence and aggression towards staff.

The aim of this policy is to set out the responsibilities of managers and employees and to give advice and guidance in:

- Assessing the risk to employees
- Developing strategies for the prevention of incidents
- Identifying reasons for the occurrence and how to prevent similar future incidents
- Dealing with the consequences of violent, aggressive or threatening behaviour so that the safety of employees and others is considered at all times

Definition of violence and aggression

‘Any incident in which an employee is verbally or physically abused, threatened or assaulted by a student or member of the public, including parents/carers in circumstances arising out of the course of his or her employment’.

Violence includes sexual or racial harassment, physical force against an individual, rude gestures - innuendos, verbal abuse and threats.

Statement of intent

Brize Norton Primary School is committed to combating violence to its staff in the same way that it is committed to combating acts of violence towards children of the school. The Governing Body has declared their full support for staff who have been assaulted or suffered verbal abuse. The reporting of acts of violence will not be seen as an adverse reflection on the individual’s ability to perform their duties satisfactorily.

The Governing Body are committed to reducing the risk of violence to all staff and understand the effect that perceived risk as well as real risk can have on stress levels and well-being of staff.

All reports of violence will be investigated, including notification to the police of all assaults. All incidents of physical and verbal abuse will be reported to the Local Authority following county guidelines.

In circumstances where the police will not prosecute, legal advice will be available to the school from the County Legal Services.

Where staff, in the normal course of their duties, are personally and directly threatened or subjected to verbal abuse by a member of the general public or parent/carer, the aggressor will be warned that their behaviour is inappropriate and that legal action may be taken if a breach of the law takes place. Where aggressive behaviour is persistent by a parent/member of the public, the school will take action to ban them from the school site for a fixed period. Should the aggressive behaviour continue after this period, a permanent ban will be enforced.

Where staff, in the normal course of their duties, are directly threatened or subjected to violence by a pupil, then that pupil will be sent home immediately and parents asked to discuss the matter with the Headteacher. If the pupil cannot be sent home immediately, the pupil will be removed from normal lessons and placed in isolation.

Understanding the nature of the problem

Staff may also be at risk when carrying out certain types of work, such as:

- working alone
- making home visits
- undertaking school trips
- looking after the premises before, during and after school working on the premises out of normal school hours
- working with pupils who have behavioural or emotional difficulties
- dealing with angry pupils, parents or relatives of pupils

Reporting and recording incidents

1. A formal system of recording and reporting incidents of violence exists at Brize Norton Primary School, following county procedures in order to:

- build up an evidence base
- devise appropriate preventative strategies
- monitor whether these strategies are effective.

2. Staff should report and record all incidents in order to build up a true picture of the nature and frequency of violence and to provide evidence for further action that may need to be taken and to identify places and activities where violence can be a problem.

3. Staff should record all violent incidents arising from pupil behaviour on the normal log sheets and include such information as:

- details of the assailant (if known)
- time of day
- where the incident occurred, including physical environment
- activity at the time of the incident
- account of what happened
- relationship between victim and assailant
- outcome.

Violent incidents resulting from the behaviour of a member of the public, either on school premises or affecting the normal working of the school, should be reported on forms available from the School Office.

4. Reports of incidents which are not in themselves violent but where the school's responsibility for the health and safety of staff and pupils is jeopardised should be reported in the Incident Log kept in the School Office.

Preventative strategies

Signs outside the school explain clearly that visitors should use only the main entrance and should report to the reception area. Visitors are asked to sign in, giving their name and which staff they are

expecting to see in school. Visitors are asked to wear a badge signifying their status as a visitor. These badges are handed back to reception on leaving. Any person seen in school not wearing a badge, who is not a recognised member of the school community, should be escorted back to the school office.

When parents or other visitors arrive at the school, some procedures can help to diffuse a difficult situation and avoid violent confrontation. For example:

- Avoid confrontation in front of an audience, particularly groups of pupils. The fewer people that are involved in an incident, the easier it is for the aggressor to back down without losing face.
- Avoid being drawn into a confrontational situation. Ask the parent to make an appointment, giving them time to calm down.
- Ask a senior member of staff to help talk things through with the visitor.
- Stay calm and speak slowly so as not to be drawn into a heated argument.
- Avoid aggressive body language such as hands on hips, wagging fingers or looking down on the aggressor.

5. Training for staff to develop confidence and consider techniques for dealing with violence should be discussed with the member of staff responsible for Professional Development.

The role of the police

1. The school has a good relationship with the local police force. Police assistance should be requested if violence is anticipated or if violent incidents arise either on the school site or sufficiently near the school to cause a disturbance on the premises. The secretary or another member of staff should be asked to ring the police either on the local number or using 999.

2. The police are able to give information to staff on the powers and duties of the police and guidelines on circumstances when the police should be called.

Support for staff who have been subjected to violence

Staff who experience violent incidents whilst carrying out their duties at the school will be able to receive counselling, and will be offered advice and help if legal proceedings are necessary. Compensation for damage to property or for injuries suffered will be subject to agreement by the County's Insurance Section.

Review of policy

The Governing Body will review this Policy annually, or sooner if changes are made to current legislation or in the event of an incident described above.