



Violence Towards Staff Policy

This policy was reviewed by the Executive Leadership Team in October 2023.

It will be reviewed on or by September 2024.

Version	Date	Detail
1	13/11/20	Newly created policy
2	25/11/2021	No change
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4	Sept 23	Change of MIS system for recording and reporting incidents.

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Statement of intent

Connect Academy Trust is committed to preventing violent behaviour directed towards our staff by parents and pupils. No member of staff will be expected to accept exposure to violence as part of their job role.

We employ a **zero-tolerance policy on violence** towards members of staff; under no circumstances is violence towards any member of staff considered acceptable.

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Education Act 1996
- Local Government (Miscellaneous Provisions) Act 1982
- HSE et al (2009) 'Preventing workplace harassment and violence'
- DfE (2018) 'Controlling access to school premises'

1.2. This Policy operates in conjunction with the following school policies:

- Staff Code of Conduct
- Health and Safety Policy
- Grievance Policy
- Complaints and Compliments Policy

2. Definitions

2.1. For the purpose of this policy "**harassment**" refers to when someone is repeatedly and deliberately abused, threatened and/or humiliated in circumstances related to work.

2.2. For the purpose of this policy "**violence**" refers to when someone is assaulted in circumstances related to work.

2.3. 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.

3. Roles and responsibilities

3.1. The Trust 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.
- Ensure the health, safety and welfare of all staff in school.
- 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 Headteacher, 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.

3.2. The Headteacher will:

- Ensure that all staff have read and understood this policy.
- Create and maintain a Staff Code of Conduct and ensure all staff adhere to this code.
- Consider all reported incidents against the definitions outlined in section 2.
- Support victims and alleged perpetrators where necessary.
- Take a zero-tolerance stance towards violence in the workplace and make clear what support is available to victims of violence or harassment.

3.3. All members of staff will:

- Follow the procedures for preventing, dealing with, and recording and reporting incidents.
- Report every instance of probable violence and aggression, and any hazards, risks or problems, to the headteacher.
- Assess the risk to themselves in each situation and do their utmost to ensure their own safety.
- Keep evidence of any harassment or violence directed towards them and report incidents without hesitation to the headteacher, or (if the report is against the Headteacher) to the CEO.

4. Preventing incidents

Staff will receive appropriate training as part of their induction, and follow-up training as required.

5. Dealing with incidents

- 5.1. 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
- 5.2. All incidents will be logged and recorded on an Incident Report Form within C-Poms.
- 5.3. The Headteacher should be immediately informed of any incidents, and should liaise with the CEO and the police where necessary.
- 5.4. 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.
- 5.5. In the event of an emergency, staff should also acquire assistance from a member of the Leadership team, if available, or the nearest member of staff.
- 5.6. Where police involvement is required, but the incident is not considered to be an emergency, the local police should be contacted on local police non-emergency phone number 101.
- 5.7. Help, support and counselling are made available to victims of violence at the time of the incident and in the long-term.
- 5.8. 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.
- 5.9. Any accusations found to be false or malicious will not be tolerated and disciplinary action will be carried out.

6. Harassment

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

7. Banning from the school premises

- 7.1. Parents will be barred from the school premises if they act aggressively or pose a significant threat to the safety and security of the school community.
- 7.2. The school will record every incident in CPOMS, including witness details, should evidence need to be provided in court.
- 7.3. Any incident which could warrant an individual being barred from the school premises will be reported to the headteacher.
- 7.4. 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 547 of the Education Act 1996.

8. Recording and reporting incidents

- 8.1. All incidents should be recorded in CPOMS
- 8.2. All incidents will be reported to the Headteacher.
- 8.3. Evidence collected may be used later if court proceedings are brought against an alleged assailant.
- 8.4 Risk assessments will be carried out on individual pupils whose behaviour constitutes cause for concern.