

# Leek High School

## Violence Towards Staff Policy



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## Statement of intent

**Leek High School** is committed to preventing violent behaviour directed towards our staff by parents and students. 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.

This policy relates to violence and aggression directed at staff, in connection with their duties, from parents and students. The school's **Restrictive Physical Intervention Policy** deals with issues regarding staff using reasonable force to restrain students.

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

## 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:
  - Physical Restraint and Reasonable Force Policy
  - Staff Code of Conduct
  - Health and Safety Policy
  - Complaints 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 **Local Governing Body** will:

- Acknowledge its legal duty of care towards school staff and students and its responsibility to ensure the school is a place where both staff and students 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.
- Maintain a continuing programme of risk assessments of violence towards staff, in close consultation with the **Headteacher**, and ensure identified risks are mitigated where possible.
- Consult with staff and their representatives about risk assessments and actions arising from them.

#### 3.2. The **Headteacher** will:

- Report the outcome of the risk assessment of violence towards staff to the **Local Governing Body**.
- 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 **Local Governing Body**.

4. Preventing incidents

- 4.1. The risk assessment of violence towards staff will be reviewed **annually** by the **Headteacher** and the **Local Governing Body**.
- 4.2. 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**, which is kept in the school finance office.
- 5.3. The **Headteacher** should be immediately informed of any incidents, and should liaise with the **LA** 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 SLT, 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.
- 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 student 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 in line with the school's Behaviour Policy and Staff Code of Conduct.

## 6. Harassment

- 6.1. If a staff member becomes subject to harassment from individual parents or students, 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 **LA** 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 have violent or aggressive individuals removed from the school by the police if necessary.

- 7.3. The school will record every incident in an **Incident Report Form**, including witness details, should evidence need to be provided in court.
- 7.4. Staff will take their completed log to the **Office Manager** to complete the online report and trigger an internal investigation.
- 7.5. Any incident which could warrant an individual being barred from the school premises should be reported to the **Headteacher**.
- 7.6. 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 on in the **Staff Accident Log**, which is located in the **main school office**.
- 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 students whose behaviour constitutes cause for concern.

## 9. Monitoring and review

- 9.1. This policy will be reviewed on an **annual** basis by the **Headteacher** in agreement with the **Local Governing Body**.
- 9.2. Any changes made to this policy will be communicated to all members of staff.

Signed by:

	Headteacher	Date:	
_____			_____
	Chair of governors	Date:	
_____			_____

## Appendix 1

# Leek High School



### Violence towards staff risk assessment: parents/carers and students

Assessment conducted by:	Job title:	Covered by this assessment: All members of staff.
Date of assessment: dd/mm/yy	Review interval:	Date of next review:

Related documents
Violence Towards Staff Policy, Physical Restraint and Reasonable Force Policy

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)



	<b>Minor</b>  Causes physical or emotional discomfort.	M	L	L
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Risk/issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom	Deadline	Risk rating following action H/M/L
Verbal abuse		<ul style="list-style-type: none"> <li>Staff are trained in conflict resolution and defusing techniques.</li> <li>People who threaten violence are reported to the police.</li> <li>Means of summoning assistance are available.</li> </ul>			DD/MM/YY	
Physical/sexual assault		<ul style="list-style-type: none"> <li>Staff are trained in conflict resolution and defusing techniques.</li> <li>For known violent persons, <b>two</b> employees or a trained security presence is made available.</li> <li>Consistently violent individuals are barred</li> </ul>				

Risk/issue	Risk rating prior to action  H/M/L	Recommended controls	In place?  Yes/No	By whom	Deadline	Risk rating following action  H/M/L
		<p>from the school premises.</p> <ul style="list-style-type: none"> <li>• Support systems are available for victims of violence.</li> <li>• All incidents of physical or sexual assault are reported immediately and are investigated properly.</li> <li>• Alleged perpetrators are kept separate from the victim and suspension is considered when necessary.</li> <li>• The emergency services are called where there is an immediate threat to the safety of an individual or the school community.</li> <li>• Staff adhere to the <b>Staff Code of Conduct</b> at all times.</li> </ul>				
Property damage/theft		<ul style="list-style-type: none"> <li>• Staff are advised not to bring valuable personal property onto the school premises.</li> <li>• Where this is unavoidable, staff avoid leaving personal property unattended or</li> </ul>				

Risk/issue	Risk rating prior to action  H/M/L	Recommended controls	In place?  Yes/No	By whom	Deadline	Risk rating following action  H/M/L
		at risk of damage/theft. <ul style="list-style-type: none"> <li>• Damage to school-owned property is reported immediately and may result in the individual concerned being fined.</li> <li>• Any individual found to be stealing from the school is subject to disciplinary action.</li> </ul>				
Other		<ul style="list-style-type: none"> <li>• Staff report causes for concern to the <b>Headteacher</b>.</li> <li>• Individual risk assessments are carried out where necessary.</li> </ul>				