

Staffordshire University Academies Trust		Trust Policy Document				
Approved by:	Trust Board	Issue date:	October 2018	Review date:	October 2020	
Policy Owner:	Principal	Page: 1 of 5				
Audience:	Trustees <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>		

Policy on Abusive or Threatening Behaviour on School Premises

Statement of principles

The LAC of Charnwood Primary Academy encourages close links with parents and the community.

It believes that pupils benefit when the relationship between home and school is a positive one. We have an “open door” policy because we value the interaction between staff and the families of our pupils. It is an important part of our ethos; it helps us to get to know our pupils really well and, therefore, enable them to make the best possible progress in all respects. This is, however, a privilege.

The vast majority of parents, carers and others visiting our school are keen to work with us and are supportive of the school. However, on the rare occasions when a negative attitude towards the school is expressed, this can result in aggression, verbal and or physical abuse towards members of school staff or the wider school community.

The governing body expects and requires its members of staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, all members of staff have the right to work without fear of violence and abuse, and the right, in an extreme case, of appropriate self defence.

We expect parents and other visitors to behave in a reasonable way towards members of school staff.

This policy outlines the steps that will be taken where behaviour is unacceptable. It has been drawn up using the “Legal Toolkit for Schools” guidance from the DFE.

Types of behaviour that are considered serious and unacceptable and will not be tolerated:

- shouting at members of the school staff, either in person or over the telephone
- physically intimidating a member of staff, e.g. standing very close to her/him
- the use of aggressive hand gestures
- threatening behaviour
- shaking or holding a fist or finger towards another person
- swearing
- pushing
- hitting, e.g. slapping, punching and kicking
- spitting

- racist or sexist comments
- breaching the school's security procedures
- aggressive or threatening behaviour towards staff or their families via social media

This is not an exhaustive list but seeks to provide illustrations of such behaviour.

Rights and Expectations of School Community

- 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 will be a zero tolerance of violence, threatening behaviour and disorderly conduct, including abuse in all forms, against school staff or other members of the school community.
- Where such behaviour does occur, action will be taken to deal with the person or persons concerned.

Action to be taken if an incident occurs

If an incident involving threatening behaviour or abuse does occur then an incident report form will be completed by the member of the school community against whom the abuse was directed. In the case of this being a pupil a member of staff may complete the form on their behalf. **(See Incident Report Form attached)**

- *Step 1 - Verbal warning*

The headteacher will speak to the person or persons perpetrating such an incident privately. It will be put to them that such behaviour is unacceptable and an assurance will be sought that such an incident will not be repeated. It will be stressed on this occasion that repetition of such an incident will result in further more serious action being taken. If the headteacher has been subject to abuse this will be done by the Chair of Governors (or other appointed independent governor, if the Chair is involved in the incident in any way)

- *Step 2 – Written warning*

If a second incident occurs involving the same person or persons, the headteacher will write to the adult(s) informing them once again that this conduct is unacceptable. As for Step 1, if the headteacher has been subject to abuse this will be done by the Chair or other appointed governor.

NB: Any incidents of violent conduct would immediately proceed to step 5.

At any stage, the school may report serious incidents of abusive and threatening behaviour to the Local Authority. The school has a statutory responsibility to report any racist or discriminatory incidents to the Local Authority (See Equality Policy). Any act of actual or threatened violence will be referred to the police immediately.

- *Step 3 – Final written warning*

If a third incident occurs involving the same person or persons, the Chair or other appointed independent governor, will write to the adult(s) giving a final warning that this abusive and threatening behaviour is unacceptable, and that a repetition of this conduct will leave the governors no option but to take further action.

- *Step 4 – Governors’ Ban Letter*

If such an incident recurs, or if an initial incident is considered serious enough by the headteacher, the Chair of Governors (or other appointed governor) would be involved to enforce any action deemed necessary. This may result in a person or persons being excluded from school premises.

- *Step 5 – Involvement of the police*

If following a decision to ban a person from the school premises, that person nevertheless persists in entering school premises and is displaying unreasonable behaviour, such a person may be removed from the school premises as a trespasser under Section 547 of the Education Act 1996 and charged with an offence under the Public Order Act 1986.

All parents, even if excluded from school premises, have a right to seek an appointment to speak to school staff about their child’s educational progress.

Other members of the public have no right of access to the school premises. In the case of an incident involving another member of the public steps 1 and 2 as above will be followed. At step 3 the headteacher will write again and at step 4 the headteacher will send the banning letter.

Lone working

All members of staff should be aware of the policy of lone working if they are in school by themselves. Please see the school Health and Safety Policy.

Charnwood Primary Academy



ABUSIVE OR THREATENING BEHAVIOUR - INCIDENT REPORT FORM

Date of incident: _____

Day of the week: _____

Time: _____

1) Member of staff reporting incident

Name: _____

Position: _____

2) Details of person assaulted / verbally abused

Name: _____

Job / Position (if member of staff): _____

3) Details of trespasser / assailant / verbal abuser (if known)

4) Witness(es) if any

Name: _____

Address:

Age (approx): _____ Sex: _____

Other information / relationship between member of staff / abuser if any

5) Details of incident

Location of incident: _____

Outcome (see policy) : Step _____

Has abuser been involved in any previous incidents? _____

Name and contact details of any police officer involved / incident number:

Signed: _____

Date: _____

Please return to the principal as soon as possible.