

Berkswich CE Primary School			
Reference Number S22	Shared with Staff March 2021	Ratified by Governing Board March 2021	Review Date March 2023
Policy Title	Allegations of Abuse Against Staff Policy (Statement of procedures for dealing with allegations of abuse against staff)		

Statement of intent

This policy operates within the Christian ethos of the school and has been written to reflect the love God has for all, and the principle that we are all entitled to be protected and safe in our school environment.

The vast majority of visitors to our school, whether they are parents and carers, other family members, members of the community or other guests, demonstrate the values which we promote to our children in school. We welcome these visitors because we value the interaction between staff and the families of our pupils. It is an important part of our ethos: it enables us to get to know our pupils well and, therefore, enable them to make the best possible progress in all respects.

All schools are encouraged to consider what to do in the extremely rare situation where unsatisfactory behaviour arises on their premises: the safety and wellbeing of our community is always our utmost priority.

Berkswich CE employs a **zero-tolerance policy on violence or abusive behaviour** towards members of staff; under no circumstances is violence or any abusive behaviour towards any member of staff considered acceptable.

This policy relates to violence, aggression or abuse directed at staff, in connection with their duties, from parents and pupils. The school's Physical Restraint and Reasonable Force Policy deals with issues regarding staff using reasonable force to restrain pupils.

It is the responsibility of the headteacher and the governing board 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 Codes of Conduct
- Health, Safety and Wellbeing Policy
- Complaints policy
- Grievance 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 governing board 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 abuse.
- Ensure the health, safety and wellbeing 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 when required, 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 governing board.
- Ensure that all staff have read and understood this policy.
- Annually review the Staff Code of Conduct and ensure all staff adhere to this code.
- Consider all reported incidents against the definitions outlined in [section 2](#).
- Organise in-house training on preventing and dealing with the risks of harassment and abuse for all staff.
- Support victims and alleged perpetrators where necessary.
- Take a zero-tolerance stance towards abuse 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 abuse 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 abuse directed towards them and report incidents without hesitation to the headteacher, or (if the report is against the headteacher) to the governing board.

4. Preventing incidents

- 4.1. The risk assessment of violence towards staff will be reviewed biannually by the headteacher and the governing board.
- 4.2. Staff will receive appropriate training as part of their induction, and follow-up training as required.

5. Incidents involving abuse by a pupil towards a member of staff

- 5.1. At Berkswich CE, we do not tolerate abuse from pupils towards members of staff. In a situation whereby a member of staff is hit or assaulted by a pupil, a full investigation will be carried out and appropriate actions taken in line with our whole school behaviour policy and related school policies.
- 5.2. Behaviour plans and risk assessments are in place for children who require support regulating their behaviour; please refer to our SENDCo for further information.

6. Dealing with incidents

- 6.1. When dealing with a violent incident, staff are advised to employ the following strategies:

- Walk away, where possible
- 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

- 6.2. All incidents will be logged and recorded on an Incident Report Form, which is kept in the school office (see appendix 2)

- 6.3. The headteacher should be immediately informed of any incidents, and should liaise with the LA and the police where necessary.

- 6.4. 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.

- 6.5. 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.

- 6.6. 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.
- 6.7. Help, support and counselling are made available to victims of violence at the time of the incident and in the long-term.
- 6.8. 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.
- 6.9. Any accusations found to be false or malicious will not be tolerated and disciplinary action will be carried out.

7. Harassment

- 7.1. 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.
- 7.2. In cases of harassment, staff should make records of all incidents in writing, taking note of the date, location, and means of communication.
- 7.3. Staff should inform the headteacher, who will contact the LA for advice and support.

8. Banning from the school premises

- 8.1. 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.
- 8.2. The school will remove violent or aggressive individuals from the school site in line with the School Security Policy.
- 8.3. The school will record every incident in an Incident Report Form, including witness details, should evidence need to be provided in court.
- 8.4. Any incident which could warrant an individual being barred from the school premises will be reported to the headteacher.
- 8.5. 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 547 of the Education Act 1996.

9. Recording and reporting incidents

- 9.1. All incidents should be recorded on an Incident Report Form, copies of which can be obtained from the school office.
- 9.2. All incidents will be reported to the headteacher.
- 9.3. Evidence collected may be used later if court proceedings are brought against an alleged assailant.

- 9.4. Risk assessments will be carried out on individual pupils whose behaviour constitutes cause for concern.

10. Monitoring and review

- 10.1. This policy will be reviewed on a biannual basis by the headteacher in agreement with the governing board.
- 10.2. Any changes made to this policy will be communicated to all members of staff.

Appendix 1: Violence towards staff risk assessment – parents and pupils



Berkswich CE Primary

Violence towards staff risk assessment – parents/carers and pupils

Assessment conducted by: S Jackson	Job title: Headteacher	Covered by this assessment: All members of staff.
Date of assessment: March 2021	Review interval: Biannual	Date of next review: March 2023

Related documents
Abuse Towards Staff Policy, Physical Restraint and Reasonable Force Policy.

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

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	M	• Staff are trained in conflict resolution and defusing techniques. • People who threaten violence are reported to the police. • Means of summoning assistance are available.	Y	SJ	23rd March 2021	L
Physical/sexual assault	M	• Staff are trained in conflict resolution and defusing techniques. • For known violent persons, two employees are made available. • Consistently violent individuals are barred from the school premises. • Support systems are available for victims of violence. • All incidents of physical or sexual assault are reported immediately and are investigated properly. • Alleged perpetrators are kept separate from the victim and suspension is considered when necessary. • The emergency services are called where there is an immediate threat to the safety of an individual or the school community. • Staff adhere to the Staff Code of Conduct at all times.	Y	SJ All staff as appropriate	23rd March 2021 On-going	L
Property damage/theft	M	• Staff are advised not to bring valuable personal property onto the school premises.	Y	All staff as appropriate	On-going	L

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
		- Where this is unavoidable, staff avoid leaving personal property unattended or at risk of damage/theft. - Damage to school-owned property is reported immediately and may result in the individual concerned being fined. - Any individual found to be stealing from the school is subject to disciplinary action.				
Other	M	- Staff report causes for concern to the headteacher. - Individual risk assessments are carried out where necessary.	Y	All staff as appropriate	On-going	L

Appendix 2: Abusive, harassing or threatening behaviour – incident log

Date of incident: Day of the week: Time:

1. Member of staff reporting incident

Name:

Position:

2. Details of person/perpetrator involved

Name:

Job / Position (if member of staff):

Relationship between member of staff / person involved if any/ parent of child in school:

Further details (if known):

3. Witness(es)

Name:

Address: _____

Age (approximate): _____



5. Details of incident (including previous incidents involving the perpetrator, location of events

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

Outcome (see policy):

Signed: _____ **Date:** _____

Please return to the Headteacher as soon as possible.