



Violence, threatening behaviour and abuse against school staff or other members of the school community policy.

Policy Review dates:

Review Date	Changes made	By whom	Date Shared with staff
/10/07			

Rationale:

The Trustees take responsibility for protecting the health and safety of their staff and pupils at the Priors School. Violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated. 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 is no place for trespass, nuisance or disturbance, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property at the Priors School. Where such behaviour does occur, the Trustees and Head Teacher will play a proactive role in taking all possible action to deal with it.

Procedures for what to do if an incident arises:

- Ask the person to leave, or if the person is not violent invite them into a room away from other people.
- In an emergency, contact the Police (using the school's 999 Policy) and the Chair of Trustees or his delegate.
- Record the incident on the incident form provided (see Appendix A).
- Report the incident to the Head Teacher and Chair of Trustees or his delegate.
- The Trustees and Head Teacher will consider any follow up action that may be necessary. The guidelines are as follows:

- Stage 1 – The person will be invited to attend a formal meeting with the Chair of Trustees and Head Teacher to agree the terms of future behavioural conduct in partnership with the school.
- Stage 2 – If the incident cannot be resolved at stage 1 then a person may be excluded from the school premises for a temporary period under Section 547 Education Act 1996. If the person has a child at the school, the person may be asked to bring their child to school but not pass through the school gate.
- Stage 3 – A second invitation to attend a formal meeting with the Chair of Trustees and Head Teacher to agree the terms of future behavioural conduct in partnership with the school will be made.
- Stage 4 - If the incident cannot be resolved at stage 3 then the assailant may be permanently excluded from the school premises under Section 547 Education Act 1996.
- In the case of a criminal offence, or where there is doubt about whether an incident should be formally reported to the Police, advice from the Police will be sought to determine what legal action might be required.
- A letter will be given to the assailant by the Chair of Trustees advising them of any action to be taken. (See Appendix B for model letter).
- Where appropriate the Trustees will support and encourage a member of staff to seek support i.e. counseling or legal representation.

Health and safety risk assessment of staff and other members of the school community:

If a potential risk to the health and safety of staff arises from abusive or violent individuals, a risk assessment will be made by the school's Health and Safety Representatives in an effort to minimise the risk. The object of the risk assessment will be to:

- identify and assess the risks;
- determine appropriate actions;
- advise Trustees about actions that need implementing;
- monitor the results; and
- provide feedback.

Appendix A - Incident Report Form

This includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.

This form should be completed as fully as possible (please use a continuation sheet if necessary). For an incident involving or witnessed by a pupil, a member of staff should complete the form on their behalf. However, any discussion between one witness and another should not precede completion of the form, as this might lead to allegations of collusion.

Date of incident:

Day of week:

Time:

1. Member of staff reporting incident

Name:

Position:

2. Personal details of person assaulted/verbally abused (if appropriate)

Name:

Job/Position (if member of staff)

Class:

Age:

3. Details of trespasser/assailant(s) (if known)

4. Witness(es) if any

Name:

Address:

Age (approx)/ Sex:

5. Details of incident

a) **Type of incident** (eg. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment received etc)

b) **Location of incident** (attach sketch if appropriate)

c) **Other details:** describe incident, including, where relevant, events leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present

6. **Outcome:** (eg. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)

7. Other information (to be completed as appropriate)

- a) Possible contributory factors
- b) Is trespasser/assailant known to have been involved in any previous incidents
YES/NO
- c) Give date and brief details of (b) if known
- d) Had any measures been taken to try to prevent an incident of this type occurring? If so, what?
Could they be improved?
- e) If no measures had been taken beforehand, could action now be taken? If so, what?
- f) Name and contact details of police officer involved, and incident number or crime reference number, as appropriate
- g) Any other relevant information

Signed:

Date:

Please return as soon as possible to Chair of Trustees

Appendix B – Model letter to assailant

The Priors School
Priors Marston & Priors Hardwick School Ltd.
School Lane, Priors Marston,
Warwickshire,
CV47 7RR
Telephone: 01327 260527
E-mail: thepriorsschool@btconnect.com
Web site: www.priorsschool.co.uk
Head Teacher: Mrs. Beverley Caddington, M.Ed.



Dear Sir/Madam,

I have received a report from the Head Teacher about your conduct on (enter date and time).

[Add summary of the incident and of its effect on staff, pupils, other parents.]

I must inform you that the Trustees will not tolerate conduct of this nature on its premises and will act to defend its staff and pupils. On the advice of the Head Teacher I am therefore instructing that (for a temporary period) you are not to reappear on the premises of the School. If you do not comply with this instruction I shall arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

For the duration of this decision you may bring your son(s)/daughter(s) (complete as appropriate) to school and collect them/him/her (delete as appropriate) at the end of the school day, but you must not go beyond the school gate. (In the case of infant children, also insert) Arrangements have been made for your (delete as appropriate) son(s)/daughter(s) (insert child/rens names) to be collected, and returned to you, at the school gate by a member of the School's staff.

The withdrawal of permission for you to enter the school premises takes effect straightaway. However, I still need to decide whether it is appropriate to confirm this decision. Before I do so, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report that I have received from the Head Teacher. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct. To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by (state date ten working days from the date of letter).

If on receipt of your comments I consider that my decision should be confirmed, you will be supplied with details of how to pursue a review of the circumstances of your case.

Yours sincerely,

"The Priors School" is a registered charity and relies upon voluntary contributions for its income.

Directors: David Adams, Peter Brown, Diane Colley, Tim Higgs, Nicky Michelmore, Rev Geoff Morris,

Tony Porter and Jill Sutton.

Treasurer: Sarah Bunney. **Secretary to Trustees:** Margaret Clarke.

Company Reg No. 3143086

Charities Commission Reg. No. 1057108