



Brookhill Leys

**Physical
Violence Policy**

June 2015

Guidance for dealing with Violence at Brookhill Leys Primary School

The Senior Leadership Team and Governing Body of Brookhill Leys Primary School fully understand that the risk of a violent attack in our setting is a possible hazard. This guidance therefore is aimed at providing practical advice of how staff can tackle violence and aggression at work and to make everyone fully aware of the school procedures necessary for dealing with violence and aggression towards school staff whether it is by other members of staff, pupils or parents and carers.

We do not believe that violence at work is:

- Something which is part of the job;
- The result of a worker's incompetence;
- The fault of an individual's personality characteristics.

However, the HSE has published a guidance document which states very clearly that:

“the problem of violence is often associated with the main purpose of an organisation – providing a service to the public”.

What is Violence at Work?

- Incidents which cause death or physical injury;
- Threats by parents or pupils using a weapon or an implement;
- Verbal abuse that is violently aimed at staff members;
- Attack on staff property such as their car;
- Sexual and racial harassment.

The School Responsibility to Staff

We will:

- Take all reasonable precautions necessary to secure the health and safety of all staff;
- Support staff who have been assaulted or suffered verbal abuse;
- Not see incidents as an adverse reflection on the individual's ability to perform their role in school;
- Avoid the need for staff to work alone or tackle incidents;
- Have a formal system for reporting and recording violent incidents;
- Investigate all incidents and control any potential or underlying problems associated with violence at work within Brookhill Leys Primary.

We ask all staff to:

- Report all incidents of violence in a formal manner;
- Take extreme caution when confronted with a weapon and not attempt any action which may result in themselves/other members of staff/students being injured.

- Never put themselves or pupils in danger and to call immediately for the SLT if an incident occurs;
- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work, and to co-operate with their employer to enable them to perform or comply with their duties or requirements.

Reporting of Incidents

An "Serious Incident Form" is available from the school office and staffroom. It is very important to fill the form in **as soon as possible** after the event to allow the SLT to fulfil their legal requirement to report any acts of violence to employees under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. "Near misses" also need reporting so that we can be proactive in ensuring minor incidents do not escalate and action further control measures. The form when complete should be handed **directly** to Jacquie Sainsbury or in her absence a member of the SLT. We will evaluate all forms to support us in reducing the frequency of violent and aggressive incidents.

Prevention

The purpose of these policy guidelines is to reduce the anxiety of staff. The policy will be displayed on the website for reference at all times. The procedures will be reviewed annually and a staff briefing will be held after every incident to take feedback so that extra control measures can be integrated in to the policy in the light of what happened.

With challenging children, all incidents should be recorded in an incident sheet and the incidents made known **as soon as possible** to the Head Teacher so that measures can instantly be introduced to de-escalate a further situation and ensure no-one is at risk.

The DFE Safeguarding Children and Safer Recruitment in Education guidance came into force in January 2007 clearly states it is our responsibility to safeguard and promote the welfare of young people. There is specific advice on this in ED/01/2007. Page 70 gives clear guidance of how to deal with children and Adults who display extreme behaviour. Our legal obligation under the 1992 Management of Health and Safety at Work Regulations is to undertake regular risk assessments and consider preventive measures. Brookhill Leys Primary has to date through risk assessment identified the need for:

- Instant evaluation and refining of practice to ensure an incident does not re-occur.
- Re-structure the SEN team to make sure respite time is built in for all SEN TA's involved in incidents.
- Allocate SEN TA's according to strengths and skills.

In **2015-16** we intend to improve:

- The knowledge of staff for physical handling through refresher MAPA training.
- Continuing to build up liaison with the local police.

At Brookhill Leys Primary we are proactive in dealing with violence by:

- Making it clear that assaults on staff will not be condoned or tolerated either by parents or pupils;
- Removing pupils from circulation, isolating them as quickly as possible and dealing with them in accordance with the school's behaviour policy;
- Ensuring instant behaviour management team action when incidents arise;
- Having identification badges for all staff;
- Providing appropriate training for staff;
- Having lead behaviour specialists as a single point of contact for incidents.
- Being committed to handling (and defusing) situations of confrontation and dealing with all threats, violence, aggression and incidents of assault;
- Offering the member of staff involved relief from duties after a minor incident.

After a major incident the SLT will ensure:

- The incident is reported to the police immediately and any weapon retained for evidence;
- If the member of staff concerned does not wish the police to be informed, their views will be taken into consideration;
- First aid is administered and advice will be given to the staff member to consult a doctor as soon as practicable in order to secure a medical statement about the injuries;
- Every employee is treated with dignity and respect;
- Exclusion procedures are always instigated in the case of student assailants;
- Offer in-house counselling
- Completion of RIDDOR/Accident book forms and produce supplementary corroborative evidence as to the nature of the incident. A Statement detailing the events in question will be obtained, at the earliest opportunity, from the member of staff concerned having allowed her/him sufficient time to recover from the immediate effects of the event and offering a friend to support if required;
- A follow-up call if the member of staff needs to go home to enquire after their welfare;
- Give feedback to all staff members and governing body as soon as possible to notify everyone of changes in working practices to reduce any further risks associated with this pupil/student.

Governors will:

- Take all reasonable steps within their power to ensure that school premises are safe and without risks to health;
- Have a shared responsibility with the LA;
- Prioritise money and actions where resources are required for safety;
- Produce an annual report for governors on violence at work under the Occupiers Liability Acts 1957 and 1974.
- Review annually security needs, through monitoring the number and frequency of incidents such as break-ins, theft and violence;
- Ensure that the premises do not present health and safety risks to those using the premises, whether lawfully or unlawfully.

Brookhill Leys Primary School is a private property, which means that persons who enter the school without permission or without lawful authority to be there may be treated as trespassers. We understand that parents do have an expectation that they should be allowed to enter school premises, for example to bring or fetch their children to and from school. However, we believe that parents – as all visitors should conduct themselves properly by not causing a nuisance or disturbance, or act in a way that may give rise to civil or criminal prosecution.

If a parent does not conduct him/herself properly the school will write to them, the LA via legal services team or phone them to tell them that they are no longer allowed to enter the premises, unless the school gives them permission to do so. We will however, give the parent pre-notification and time to respond.

If parents continue to enter the premises and cause a nuisance or disturbance, we will inform them that they may be liable to prosecution under section 547 of the Education Act 1996.

Brookhill Leys Primary School will take action against trespassers by:

- Asking them to leave and if they refuse informing the police immediately to remove the trespasser;
- Asking the LA legal team to warn the trespasser by letter that the incident must not be repeated;
- If the incident is repeated bring procedures under section 547 of the Education Act 1996 and take civil action to compensate for any loss or damage;
- Seeking an injunction for persistent trespassers.

This policy is in place to ensure Brookhill Leys Primary School is a safe place for everyone to be. For only when we all feel safe and happy can we work together effectively and ensure every one of our children succeed.