

# Priestley Primary School

## Violence or Aggression to Staff Policy



### Introduction

Pupils in Wiltshire schools are almost always safe and secure as they go about their daily business. Overwhelmingly, they obey instructions and respect teachers and other school staff. For the most part they wish to pursue their learning and to achieve the best that they can. However, there are occasional instances when staff are subjected to violence, aggression or verbal abuse. It is not reasonable for staff to endure any of these from pupils, parents or other adults.

This policy aims to reduce the incidence of violence or aggressive behaviour and to minimise the effects of any such incidents.

### **“Violence and Aggression”**

The LA defines the term as:

“any incident in which an employee is abused, threatened or assaulted by another person in circumstances arising out of the course of his or her employment”.

This includes physical violence, intimidation, bullying and foul language.

### Roles and Responsibilities

#### Chief Education Officer

The CEO is responsible for ensuring that the LA supports individual school in implementing the policy.

#### Headteacher and Governors

The Headteacher and the Governing Body are responsible as the employers of staff for the implementation of the policy.

#### Headteacher and Deputy Headteacher

- Ensure that risk assessments are carried out as specified, across all work activities that they control.
- Ensure that all staff identified by risk assessment receives regular training in skills that can be used to minimise risks to personal safety.
- Ensure that all staff are provided with clear instructions in respect of reporting incidents of violence and aggression, and that all such reports are thoroughly investigated and responded to.
- Offer and provide appropriate post incident support.
- Monitor effectiveness of this policy.
- Ensure that all staff members are aware of their responsibilities and the measures used within the school to counter violence and aggression.

#### Individual Staff Members

- All staff should:
- Be responsible for following working procedures and risk assessments.
- Report likely or actual incidents of violence or aggression.
- Take responsibility for their own personal safety and well-being, and for withdrawing from a situation where risk of aggression is high.
- Recognise, encourage and acknowledge positive behaviour.

## **Risk Assessment**

“Risk” is defined as the “likelihood of harm”. The significance of a risk depends upon the severity of the possible outcome, and the number of people who may be affected. A member of staff is appointed to act as “Assessor”.

It is the responsibility of the Assessor to:

- Identify the potential for significant harm to staff or others arising from work activities (including the potential for violence and aggression).
- Assess the school buildings annually, to determine whether or not they offer a safe environment, likely to minimise the likelihood of violence.
- Identify any necessary precautionary measures, and ensure that these are put into place within an agreed time scale.
- Record all significant risks on a risk assessment form, and ensure that the outcome of all risk assessments are made known to staff.

## **Preventative Strategies**

- Classroom external doors are all fitted with door locks, to ensure that unauthorised persons do not have uncontrolled access to the school building.
- Systems are in place to register all visitors to the school. Staff have a responsibility to challenge any person not wearing a visitor’s badge. A member of staff opening the front door to a visitor must ensure that the visitor is dealt with by a member of the Admin staff, and does not wander off into the building.
- Teaching areas – wherever possible, staff should position themselves at a point that allows sight of all entrances, and immediate access to one of them.
- Reception area –Staff using the reception area should ensure that it is left clean and tidy. An uncluttered, welcoming reception area is more likely to encourage a positive attitude.
- Head Teacher’s office –Visitors should be spoken to in a position to give an unobscured view from the door. A method of summoning assistance in an emergency should be agreed. The Headteacher should position him / herself to ensure unimpeded access to the door. In the event of any visitor becoming violent, aggressive or abusive, he / she should be asked to leave the premises. A failure to comply with this request will result in a request for assistance from the police.
- External areas – security lights are fitted all around the school, to provide adequate lighting after school. Staff noticing a fault should report it immediately.
- Lone working – staff should, wherever possible, avoid working in isolation. If leaving the building after an evening function, they should consider leaving as part of a group rather than individually, especially after dark.
- Parents Evening Interviews – Staff should give the Headteacher a list of agreed appointments indicating any with which they feel they need support. Staff should avoid giving late or last appointment times to parents who may exhibit aggression or confrontation.