

Beenham Primary School

Abusive, Threatening and Violent Behaviour on School Premises Policy and Procedure

Approved by	Full Governing Body
Date	January 2020
Review Date	Spring 2023
Signed	

Important Equality Act 2010

In operating this Policy/Procedure it is very important to ensure compliance with discrimination law which is now consolidated within the Equality Act 2010.

It is unlawful for a school to discriminate against a pupil by treating them unfavourably because of their disability.

The school is expected to make **reasonable adjustments**. The 'test of reasonableness' should be applied in each situation where a reasonable adjustment may need to be made.

In some instances, it may be justified not to make a proposed reasonable adjustment to resolve a situation where the young person, parent/carer, staff of school, governors and/or disabled members of the public who use school premises/facilities outside of core school hours could be seen as being at a "substantial disadvantage" as compared to their non-disabled peers. This doesn't mean that where this reasonable adjustment is considered and felt to be appropriate, that no action should be taken to resolve the situation.

If you have any questions/concerns concerning the application of the Act in relation to this policy/procedure you must **always** refer the matter to the Headteacher.

For Reference:

'Reasonable Adjustments for Disabled Pupils' guidance to school issued by Equalities and Human Rights Commission dated September 2012. www.equalityhumanrights.com

'Advice for School Leaders, School Staff, Governing Bodies and Local Authorities' issued by the Department for Education 23rd October 2012. www.education.gov.uk

Beenham Primary Schools
Policy on abusive, threatening or violent behaviour on school premises

- All members of the school community have a right to expect that their school is a safe place in which to work and learn.
- The vast majority of visitors to our school, whether they are parents, other family members, members of the community or other guests, demonstrate the values that we promote to our pupils in school. 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. This is, however, a privilege. Sadly there are, albeit rare, occasions where visitors do not behave as we would like.
- Abusive, threatening or violent behaviour against school staff, parents, children and visitors will not be tolerated. This includes adult-adult behaviour when children are present, and includes use of unacceptable bad language, swearing and particularly use of bad language where children are present
- Where such behaviour does occur, action will be taken to deal with the person or persons concerned.
- Threatening and abusive behaviour may be directed against either adults or children
- Abusive and threatening behaviour in social media postings will not be tolerated.

Definitions:

Abuse

- this will be verbal where someone speaks harshly or rudely to someone. The perpetrator might use insulting, cruel words or make scathing comments.
- there will not be a specific threat – if there was that would be threatening behaviour
- A threat may be made directly to another person or indirectly using any communication means such a text message or social media etc
- Abuse may be directed to another person either directly, face to face or indirectly using any communication means such as text, email, or social media etc.

Threatening behaviour

This will be a declaration of intent to harm. A person or object is likely to cause damage or harm.

Violence

The intentional use of physical force-threatened or actual against another person. This either results in, or has, a high likelihood of resulting in injury, death or psychological harm.

Procedure for dealing with abusive, threatening or violent behaviour on site

Abusive behaviour on the site

At the reception area or in a phone call to the office:

An adult may arrive on site by appointment or unannounced demonstrating abusive behaviour. They may also make a telephone call and demonstrate abusive behaviour.

- Office staff on reception should make the person aware that their behaviour is not acceptable and give a first request to calm down.
- Office staff should then call for a member of the leadership team to come and speak to the person. The person should not be invited to come through the doors into the main entrance area.
- The leadership colleague has to make a quick judgement as to the degree of abusive behaviour. If the person has not responded to the request to calm down, then the leadership colleague must repeat the request for the person to calm down and to show respect. If it is deemed that the person is too angry and abusive, then they should be told to leave. If they don't, urgent advice should be taken from West Berks legal team, or police called as is felt necessary.
- The incident should be recorded using the Incident Report form at the end of this policy.

Outside or inside a classroom at the beginning or end of day or during a meeting or event:

An adult may arrive by appointment or unannounced demonstrating abusive behaviour. In such case:

- The member of staff should try to ensure that they have a second person with them as soon as possible.
- The member of staff should give a first request to the person to calm down and to show respect. It must be pointed out that where children are present, that it is not acceptable behaviour.
- A 2nd request to calm down should be given with the instruction that if this is not the case then a call will be made for a leadership colleague to assist.
- If a leadership colleague attends the incident, then s/he has to make a quick judgement as to the degree of abusive behaviour they observe. If the person has not responded to the request to calm down, then the request will be repeated. If it is deemed that the person is too angry and abusive, then they should be told to leave the premises. If they don't, urgent advice should be taken from West Berks legal team, or police called as is felt necessary.
- The incident should be recorded using the Incident Report form

Where abusive behaviour escalates and becomes threatening or violent the Police should be called. Depending on the severity of any incident, Police can be called in immediately rather than completing all the steps listed here.

Threatening behaviour

As above and report to the Police.

Violence and assault

Take whatever steps are deemed necessary to ensure the safety of all children present, and call the police immediately 999

- Do not attempt to apprehend the alleged assailant
- Call the first aider if required
- Call the ambulance service if required 999
- Identify witnesses
- Inform Headteacher and Chair of Governors
- Complete incident report form
- Contact West Berks legal team for advice

Action to be taken after an instance of abusive, threatening or violent behaviour

Support will be offered for members of staff or children affected. This can initially be provided by staff, but seek assistance from West Berks urgently.

Incident report forms should be completed and passed to the Headteacher as soon as possible.

Where a specific threat has been made against an individual, this should be reported verbally to the Headteacher or a senior leader immediately.

Action to be taken after a second instance of abusive behaviour

The Headteacher will write to the perpetrator warning them that their conduct has been unacceptable and that further recurrence may result in Local Authority intervention.

Action to be taken after an instance of threatening or violent behaviour

West Berks legal team should be contacted to advise the Chair of Governors and Headteacher as to the consequences of threatening behaviour.

If an incident is considered serious enough, the Local Authority would become involved and would take action as they deemed appropriate. This may result in the person/persons being excluded from the premises. The LA may consider taking legal action to enforce a ban.

If, following a ban, the person nevertheless persists in entering the premises and causes a nuisance or disturbance, such a person may be removed from the premises and prosecuted under Section 547 of the Education Act 1996. They may also be charged with an offence under the Public Order Act 1986 or other such legislation.

All parents, even if excluded from the premises following action by the LA have a right to be informed about their child's educational progress. They should make arrangements for the safe arrival and collection of their child.

Abusive, threatening or violent behaviour – incident report form

1. Details

Date of incident:

Day of the week:

Time:

Location:.....

2. Member of staff reporting incident

Name:

Position:

3. Details of victim

Name:

Job / Position (if member of staff):

4. Details of person exhibiting violent, threatening or abusive behaviour

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5. Witness(es) if any

Name:

Address:

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

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6. Details of incident

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Location of incident:

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7. Outcome:

Action taken:

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Has abuser been involved in any previous incidents?

Follow –up arrangements:

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Form completed by:

Signed:

Date:

Please return to the Headteacher as soon as possible.