

THE IVORY FEDERATION

Propps Hall Junior, Infant and Nursery School Springhead Infant and Nursery School Rushcroft Primary School

VIOLENCE & AGGRESSION

We believe this policy relates to the following legislation:

- Offences Against the Persons Act 1861
- Criminal Damage Act 1971
- Local Government Act 2020
- Criminal Justice Act 1994
- Offensive Weapons Act 2019
- Education Act 1996
- Health and Safety (Consultation with Employees) Regulations 1996
- Protection from Harassment Act 1997
- Anti-social Behaviour, Crime and Policing Act 2014
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Education and Inspections Act 2006
- Violent Crime Reduction Act 2006
- School Premises (England) Regulations 2012
- Schools (Specification and Disposal of Articles) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following documentation is also related to this policy:

- Behaviour and Discipline in Schools - A guide for Headteachers and School Staff (DfE)
- Guidance on the Use of Restrictive Physical Interventions for Pupils with Severe Behavioural Difficulties (DCSF)
- Safer School Partnerships Guidance (DCSF)
- Screening, Searching and Confiscation - Advice for Headteachers, Staff and Governing Bodies (DfE)
- Use of Reasonable Force - Advice for Headteachers, Staff and Governing Bodies (DfE)

RATIONALE

We aim to create a safe and secure school environment where violence, threatening behaviour or abuse of any member of the school community is not tolerated. We treat any form of physical attack, an attack against property or possessions, serious verbal abuse and threats or anti-social behaviour as acts of violence or aggression as unlawful and we will take the appropriate legal action if need be.

We expect all parents and carers, staff and other visitors to behave reasonably and acceptably towards all school personnel. We expect all school personnel to behave professionally at all times and when confronted with difficult situations attempt to defuse them. However, we must ensure all school personnel feel safe at all times and not work in fear of threats, violence or abuse.

PURPOSE

- To create a safe and secure school environment for all members of the school community.
- To ensure the health and safety of school personnel.
- To manage risks in the workplace.
- To treat all acts of violence and aggression as unlawful.
- To work with other schools to share good practices to improve this policy.

BROAD GUIDELINES

The Executive Headteacher will:

- report any act of violence that takes place;
- ensure all related records are kept up to date;

- seize any prohibited item that could harm an individual(s);
- consider the exclusion of any *pupils* for causing or taking part in a violent incident;
- report any acts of violence to the Governing Body;
- report all cases of severe disturbance, assault or potential violence to the police;
- consider the exclusion of any adults, including parents for causing or taking a part in a violent or aggressive incident.

Role of the Health and Safety Representative (Site Manager, Deputy Headteacher, Business Manager)

- assist in carrying out risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor.

Role of School Personnel

School personnel will:

- take reasonable care of themselves and others whilst at work;
- prevent violent incidents occurring by avoiding situations that will provoke violent or aggressive behaviour from pupils who are known to have these tendencies;
- report any incident of violence and aggression;
- ensure that all incidents are reported to the Executive Headteacher;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions;
- report any concerns they have on any aspect of the school community;
- All school personnel must report all incidents of violence and aggression in accordance with the school accident and emergency procedures.
- All incidents resulting in injury will be reported to the Local Authority.
- The Local Authority will report any incident that involves a member of the school personnel having more than 3 days off work to the Health and Safety Executive.

Dealing with a Face-to-Face Aggressive Incident

When confronted with an incident school personnel should:

- stay calm;
- stand back and listen;
- concentrate at all times;
- look for signs that could result in unpredictable behaviour;
- seek assistance from another member of the school personnel;
- act in a calm controlled manner;
- speak in a quiet, slow and friendly voice;
- not turn their back on the 'aggressor';

- defuse the situation by listening and suggesting that the conversation takes place at some other time and place;
- move to a place of safety;
- only use restrictive physical intervention with a pupil as a last resort;
- record the incident at its conclusion.

Dealing with an anti-social telephone conversation

When confronted with an anti-social telephone conversation school personnel should:

- inform the caller that the conversation is being placed on loudspeaker so that the conversation can be witnessed;
- if the anti-social conversation continues then inform the caller that you are unhappy with the tone of the conversation and unless it improves, it will be terminated;
- terminate the call if there is no improvement;
- record the incident at its conclusion.

All anti-social, violent or aggressive behaviour incidents are to be reported to senior leadership, where a next course of action can be determined. All incidents that meet the required threshold of will be logged and reported. The Local Authority Violence and Aggression Report Form (Appendix 1) will be completed. The form can be located in the school office. Upon completion, the form is to be shared with the Executive Headteacher.

CONCLUSION

Through the practical application of this policy, we can ensure that all measures have been put into place to create a safe and secure school environment where violence, threatening behaviour or abuse of any member of the school community will not be tolerated.

Linked Policies

Health and Safety
Risk Assessment
Security
Safeguarding

Policy revised Sept 2024

Violence and Aggression at Work Incident Reporting Form

Details of person involved in incident of Violence / Aggression at Work		
Surname: **		Forename: **
Address: ** Postcode: **		
Telephone No. **	D.O.B: **	Gender: ** ☐ Male ☐ Female
Person type: ** ☐ Oldham Council Employee	☐ Teacher ☐ School / Academy (other Staff Member)	☐ Partnership Employee ☐ Contractor ☐ Agency Worker
Oldham Council employee / Agency Worker / School or Academy Staff		
Job title: **		Payroll Number: ** (Oldham Council Employees only)
Name of Manager / Head Teacher: **		Telephone No: **
Place of work (e.g. Civic centre) OR Name of School / Academy: **		
Directorate: ** (Oldham Council employees only)		
Division: ** (Oldham Council employees only)		
Section: ** (Oldham Council employees only)		

Account of Violence / Aggression / Anti-Social Behaviour

This account should detail as fully as possible what happened.

Try and include the following: WHO was involved, WHAT happened, WHERE did it happen, WHEN did it happen, WHY did it happen and HOW did it happen.

Include the exact text of any abusive language used.

Date of incident: **

Time of incident: **

Location of incident: **

Specific area of incident: **

Details of incident: ** (Please attach additional sheets if necessary)

Violence / Aggression at work: **

- ☐ Damage to property
- ☐ Physical Injury
- ☐ Threatening behaviour
- ☐ Verbal abuse
- ☐ Hate incident

☐ Reported to the Police
Police incident/Crime ref. number
.....

☐ Counselling offered? ☐ Yes ☐ No

Alleged Offender Details

(It is important to clearly document how we know the perpetrator's details and address, this will be easily identified where an employee visits a property and an incident occurs, however if information is obtained via some other method, i.e. word of mouth, appropriate documentation and advice must be sought via information.management@oldham.gov.uk to ensure information can be used.)

Name:	Nickname:
Home Address:	Tel. No.
Gender:	D.O.B:
Ethnicity:	Parent/Guardian/Carer:
School/College:	
Any previous problems with this offender or any actions taken:	
If the offender is not known, please provide a description / any distinguishing features:	

Witness Details

Where appropriate, take a statement from witness and attach to this form.

Name:	
Address:	
Postcode:	Telephone No.

Details of Injury/First Aid

Which part of body injured: **

Details of Injury / First aid administered: **

Was first aid given? **

☐ Yes

☐ No

☐ Refused

Did injured person go to hospital / doctor? **

☐ Yes

☐ No

Hospital / Doctors treatment / diagnosis: **

Injury Type: **

☐ Amputation

☐ Bite

☐ Bruising/Abrasion

☐ Concussion

☐ Contact/Exposure

☐ Crush

☐ Cut/Laceration

☐ Dislocation

☐ Electric Shock

☐ Foreign Body

☐ Fracture

☐ Loss of Consciousness

☐ Loss of Sight

☐ No Injury Sustained

☐ Noise Induced Hearing Loss

☐ Scald/ Burn (Chemical)

☐ Scald Burn (Non-Chemical)

☐ Shock/Trauma

☐ Strain/Sprain

☐ Sudden Illness (i.e. Heart Attack)

☐ Unwell

How Serious: **

☐ N/A

☐ >7 days off work

☐ Minor Injury

☐ Major Injury

☐ >3 days off work

☐ Fatality

Referred to doctor for medical advice where medical condition was a contributory factor towards accident? **

☐ Yes

☐ No

Affected Person:

I confirm that the facts stated on this form are true to the best of my knowledge, information and belief.

Name: **

Signature:

Additional Information (to be completed by Line Manager / Head Teacher)

If person sought medical advice/treatment, did they return back to work on the same day?	YES	NO
Did person continue to work? If No, what is the expected date for return?	YES	NO
Has the person been given advice about the wellbeing support available to them, if required? (For example, signposting to the Council's Wellbeing pages & Employee Assistance program details on the Intranet)	YES	NO
Has a review of the Risk Assessment been carried out as a result of this incident? ☐ Yes ☐ No If Yes, are any changes required? ☐ Yes ☐ No If Yes, give details;		
Was PPE available and being used as required?	☐ N/A	☐ Yes ☐ No
Were photographs taken at the time of the incident? (Please attach copies)	☐ Yes	☐ No
Was a sketch plan made at the time of the incident? (Please attach copies)	☐ Yes	☐ No
Was CCTV available at the time of the incident? (Please make copy)	☐ Yes	☐ No
Has an H&S advisor attended site as a result of this incident?	☐ Yes	☐ No

Manager / Head teacher:

I confirm that the facts stated on this form are true to the best of my knowledge, information and belief.

Name: **

Signature: