

# **The Bellbird Primary School**



## **Dealing with Violent, Threatening or Abusive Incidents Policy**

**November, 2018**

**(To be reviewed Autumn 2021)**

## **Introduction**

Violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated. All members of The Bellbird Primary School have a right to expect that the School is a safe place to work and learn. There is no place for violence, threatening behaviour or abuse at this School.

A poster clearly stating the above will be on display in the front door of the School. It will state that visitors/parents are welcome as long as they do not behave in an abusive or aggressive way.

However, if despite all our efforts an incident should occur, then the following procedures should be followed.

When an incident occurs, ask the person to leave until they have calmed down, or invite them into another area away from a larger gathering. Always try to ensure that this area will have other adults in or nearby. Walking them through to the Headteacher's office is another way of giving them time to calm down.

If, despite various strategies employed, i.e. listening only to them and not commenting until they have finished, talking to them in a quiet manner, etc., they have not calmed down, then walk away and say, "I will talk to you again about this when you have calmed down", and that you will contact them with a time in due course. If the situation continues to escalate despite all efforts, then the Police should be contacted.

Report the incident to the Headteacher and complete an incident form. The Headteacher will contact an officer at the LA to discuss the situation and the follow-up action to the incident.

The LA, the Governing Body or the Headteacher will (where justifiable) respond to the incident by sending a letter or series of letters to the parent/adult responsible. Any additional follow-up action will be taken as appropriate, i.e. legal action.

## **Support for the Victim**

Support will be offered to the victim of the incident. This will take the form of support from colleagues, offers of counselling from the LA or legal support.

## RISK ASSESSMENT

| STEP 1  | STEP 2  | STEP 3   |
|---|---|--|
| List significant hazards here:  | List groups of people who are at risk from the significant hazards you have identified:   | List existing controls or note where the information may be found. List risks which are not adequately controlled and the action needed:   |
| <p>1. <i>Aggressive parent/carer enters the premises by another entrance door other than the front door.</i></p> <p>2. <i>Aggressive/violent parent attempts to enter the building via the front door.</i></p> <p>3. <i>Aggressive/violent parent approaches staff at the beginning/end of the day on the playground.</i></p> <p>4. <i>Intruder into school/playground unknown during the school day.</i></p> | <ul style="list-style-type: none"> <li>• Teachers</li> <li>• Support staff</li> <li>• Children</li> <br/> <li>• Office staff</li> <li>• Teachers</li> <li>• Support staff</li> <li>• Children</li> <br/> <li>• Teachers</li> <li>• Children</li> <br/> <li>• Children</li> <li>• Staff</li> </ul> | <p>Ensure all external doors close and shut. No entry gained from them.</p> <p>Front door closed. Only access is to be let in or buzzed in. School. Staff /adult speak to individual through the glass if visitor not known.<br/>Need to ensure other staff also do this.<br/>Children not allowed to open door without checking with an adult.</p> <p>Member of Staff not on playground on own except possibly first thing in morning.<br/>Staff take a red tag with them when they are on duty in the playground. The Lunchtime Staff take a tag. The children know that if they are given a tag by an adult, they come straight into School and give the tag to the first adult they see. This alerts the adult to the fact that the adults in the playground need back- up. It could be that an unknown adult is in the grounds or there is a major first aid problem or a major behaviour problem. Also, generally look out for each Staff Member on their own with parents.</p> <p>Alarm sounded – children line up straight away to enter School. Remind children regarding use of alarm, plus Staff.</p> |