

SAFER SCHOOLS PROCEDURE
ABBOTSWOOD JUNIOR SCHOOL
Reviewed by Senior Leadership Team: November 2022
Review date: November 2024

A guide for staff, governors and helpers within Abbotswood School

STATEMENT:

We strive at all times to resolve disputes and disagreements amicably. However, abuse of school staff or any member of the school community (including parents or volunteers) will not be tolerated. This includes verbal abuse, violence, psychological bullying and threats. All members of the school community have a right to expect that their school is a safe place in which to work and learn. There is no place for this kind of behaviour in our school.

We have a zero tolerance of violence, threatening behaviour or abuse in our school and ensure that all members of the school community and visitors to the school can be confident that they are operating within a safe environment. The perpetrators of incidents could be any adults within the school community and the procedures relate to anywhere on school premises or anywhere there is a school party offsite. Any incidents committed by children will be dealt with according to the School's behaviour policy.

The parent of a child normally has implied permission to be on the school premises but if the parent's behaviour is deemed unreasonable, this permission may be withdrawn and they will become a trespasser. A person who persists in entering the school premises and displaying unreasonable behaviour may be removed and/or prosecuted under section 547 of the Education Act 1996 by the appropriate authority.

In accordance with the DfE publication 'Controlling Access to School Premises' 2018

'Schools can bar someone from the premises if they feel that their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It's enough for a member of staff or a pupil to feel threatened.'

EXPLANATORY CRITERIA

Threatening behaviour and abuse is deemed to occur when a person has felt intimidated, bullied, or fearful because of the actions of another.

IMPLEMENTATION:

The following areas have been identified by staff and volunteers as situations where this policy may need to be invoked:

1. Telephone conversations
2. 'Drop ins'
3. Arranged meetings with parents/guardians
4. Impromptu meetings with parents/guardians on school premises
5. Reception area
6. Email correspondence
7. Online abuse on social media

8. During extended services provision (including lettings)

Staff can personally recognise when this policy has been breached and will take responsibility to record incidents on CPOMS and tell the Senior Leadership Team. An assessment will be recorded on an 'Incident Assessment' form by a member of the SLT and kept on file in the Headteacher's room.

The Governors will support the staff in their professional judgements that the policy has been breached. All reported breaches will be investigated and actioned as is deemed appropriate. It is acknowledged that behaviour might not be intended to be in breach but if it is perceived as being a breach it will be investigated as such.

In a situation where a threat is anticipated/suspected two members of staff should be present.

In the event of a telephone conversation/face to face conversation when the staff member feels in any way threatened or intimidated they must end the conversation as politely as possible (with putting the phone down or walking away as a last resort) or saying "I am ending this conversation now, and will refer it to the Head Teacher".

SANCTIONS

Sanctions may be imposed on any person who persists in causing a threat resulting in three incident forms at the agreement of the SLT. Serious offences will cause immediate escalation to Step 3. The Headteacher or Deputy Headteachers will decide when it is appropriate to involve the police.

Step 1. A verbal warning will be issued to the person warning that their behaviour is unacceptable and that any further events will prompt further sanctions.

Step 2. A letter will be issued (if there is a further breach after Step 1 has been actioned, or if the initial incident is deemed to be of a sufficiently serious nature) warning that any further breach will end in the person being barred from school premises.

Step 3. The person will be issued with a notice enforcing a ban from school premises. This may be of limited time or open ended at the discretion of the SLT and Governors.

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Incident Assessment Form (to be completed by a member of the Senior Leadership team)

1. Who has managed the incident?

Name

Position

2. A brief summary of events reported

3. A brief summary of evidence and further reports obtained

4. Action taken (if any)

5. If handed on for possible further action – to whom?

Name

Position

6. What changes could be made to reduce the chances of this event happening again?

(Please consider issues such as training, school policies and guidance for the individuals involved and also the whole school community.)