

Introduction

Schools are safe places for children to learn and for staff to work in. Thomas Keble School has always been judged to be particularly so. However, in any institution an incident can arise and it is important that there is a clear procedure to deal with such matters, however rare.

It is an unfortunate fact that nationally some parents/carers, or those associated with a pupil, have threatened staff with violence, employed verbal abuse or even assaulted staff. At Thomas Keble we have experienced a small number of cases of a verbal nature, which have caused us concern.

This policy is designed to address such rare events and to clarify responsibilities in the event of an incident.

Preventing an Incident

- 1) The school will communicate the existence of this policy to all parents annually, together with actions that will be taken in the event of an incident occurring.
- 2) The school will maintain clear signage, perimeter fencing and a CCTV system to minimise risk.
- 3) The school will liaise with the police as necessary with regard to this policy.

Managing an Incident

- 1) As soon as a member of staff is aware of any verbal or non-verbal indications of aggression or abuse they should end the point of contact (telephone call, meeting etc.). They should do so politely, but clearly state that they will not continue, given the nature of the contact. Such an incident should be reported to the Headteacher, or in her absence, Deputy Headteacher, immediately.
- 2) No member of staff should agree to meet any individual alone, if they have any reason to be fearful or concerned about the contact. Suitable arrangements will be agreed with a member of SMT.
- 3) SMT will advise staff regarding any parent/carer who has been abusive in the past.
- 4) If an incident occurs then it must be reported immediately to SMT. A written report should be completed as a matter of urgency. A model incident report form is attached (Annex A). This was produced by the DfE. If staff prefer they may report using a different format as long as all relevant details are included.

- 5) SMT will report any incident to the Headteacher or, in her absence, a Deputy Headteacher. They will decide whether to call the police. In extreme cases, or if SMT are unavailable, all members of staff are authorised to call the police and should do so if they feel it appropriate.
- 6) A formal record will be maintained of any incidents that require the Headteacher to contact a member of the school community, referencing this policy. A copy of any communications will be sent to the Chair of Trustees for reference.
- 7) The Headteacher will decide on appropriate action after consulting with the Chair of Trustees. In most cases, this will involve a letter warning the individual as to their future actions.
- 8) If a ban is necessary, the Chair of Trustees will write to the parents concerned. This will be sent by Recorded Delivery. In all such cases such a ban will be communicated to the police.

(NB: Letters deployed at stages 6 & 7 will follow guidance from the Department for Education).

Incident Report Form

This includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to property.

This form should be completed as fully as possible (please use a continuation sheet if necessary). For an incident involving or witnessed by a pupil, a member of staff should complete the form on their behalf. However, any discussion between one witness and another should not precede completion of the form, as this might lead to allegations of collusion.

Date of incident _____

Day of week _____

Time _____

1. Member of staff reporting incident

Name _____

Work address (if different from school address) _____

Position _____

2. Personal details of person assaulted/verbally abused (if appropriate)

Name _____

Work address (if different from school address/home address (if pupil)

Job/Position (if member of staff) _____

Dept/Class _____

Age _____ Sex _____

3. Details of trespasser/assailant(s) (if known)

4. Witness(es) if any

Name _____

Address _____

Age (approx..) _____ Sex _____

Other information

Relationship between member of staff/pupil and trespasser/assailant, if any

5. Details of Incident

a) **Type of incident** (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment received etc.)

b) **Location of incident** (attach sketch if appropriate)

c) **Other details:** describe incident including, where relevant, events leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present

6. Outcome (e.g. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after incident; any legal action)

7. Other information (to be completed as appropriate)

a) Possible contributory factors

b) Is trespasser/assailant known to have been involved in any previous incidents?

YES/NO

c) Give date and brief details of (b) if known

d) Had any measures been taken to try to prevent an incident of this type occurring? If so, what? Could they be improved?

e) If no measures had been taken beforehand, could action now be taken? If so, what?

f) Name and contact details of police officer involved, and incident number or crime reference number, as appropriate

g) Any other relevant information

Signed _____

Date _____

Please return as soon as possible to: Headteacher



Signature Sheet

Policy Name: ...Protecting Staff from Abuse Policy

Date adopted:10 February 2021

Review date:Spring 2024.....

A handwritten signature in black ink, appearing to read 'Alex Norman', is positioned above the signature line.

Signed by: Mr Alex Norman (Chair of Trustees)