



# Dealing with Aggression and Violence Policy

**Copley Junior School**

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## **DEALING WITH AGGRESSION AND VIOLENCE POLICY**

### **Introduction**

Employers have a legal responsibility to ensure, so far as is reasonably practicable, the health and safety and welfare at work of employees.

At Copley Junior School the Head teacher and governors have the responsibility to take steps to protect employees from foreseeable risks of violence and/or aggression in connection with their employment.

A violent and aggressive act includes aggressive behaviour, verbal abuse, physical abuse, sexual abuse, racial abuse and intentional damage to property, and extends from what may seem to be minor incidents to serious assault.

### **Purpose**

The purpose of this policy is to provide a framework to assist in the recognition, assessment and strategic management of unacceptable behaviour and perceived risk to an employee of Copley Junior School.

### **Scope**

This policy applies to all employees of Copley Junior School.

### **Definition of an Aggressive or Violent Incident**

An aggressive or violent incident is defined as an incident where a person is abused, threatened or assaulted in circumstances relating to their work, involving an explicit or implicit challenge to their safety, well being or health.

This definition includes verbal abuse or threat, threatening behaviour, any assault (and any apprehension of unlawful violence), and serious or persistent harassment, including racial or sexual harassment, and extends from what may seem to be minor incidents to threats against the employee's family and serious assault.

### **Responsibilities**

Head teachers have the responsibility to take steps to protect employees from foreseeable risk of aggression and/or violence, using the risk assessment process.

The Head teacher has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the calm running of the school. Any such individual will be directed to leave the school premises immediately and law enforcement authorities will be called if necessary.

However, employees need to differentiate between behaviour that challenges the services provided by the school/Local Authority and an aggressive and/or violent incident that impinges on an individual's health, safety and well-being.

Head teachers should:

- Be proactive in ensuring all staff know and understand their responsibilities for reporting all acts of aggression and violence.
- Maintain a record of violent and aggressive behaviour incidents.
- Implement and maintain appropriate safe working procedures generated by risk assessments.
- Continuously monitor the risks involved in the work in school and ensure that precautionary measures are implemented.
- Promote and sustain awareness of the potential risks and the need to create a safe working environment, consulting with staff and encouraging active co-operation.
- Ensure all staff receive suitable and sufficient training and information in the management of aggressive and violent incidents.
- Ensure staff receive prompt medical attention for physical injuries. Support, debrief and provide help for employees who have been victims of violence and/or aggression and other staff affected by incidents. If necessary employees will be referred for counselling to Health and Well Being Support and encouraged to report incidents to the police if appropriate.

### **Employees**

- Employees must take reasonable care of their own safety whilst at work and conform to procedures regarding safe working.
- Employees must not put their colleagues at risk by any act of omission.
- All incidents of violence and aggression must be reported immediately to the Head teacher, or Deputy Head teacher in her absence, and employees should assist and co-operate in the investigation of the incident if required to do so.
- Employees are jointly responsible with the Head teacher in identifying their training needs in this area through supervision and appraisals.

### Good Practice

Raising awareness of staff and adopting a few simple measures will help to reduce or eliminate aggressive and or/violent incidents.

Head teachers should:

- Ensure all incidents of aggression and/or violence are reported.
- Ensure all staff comply with any procedures that are generated by risk assessment and implemented for their safety.

Employees should:

- Avoid potentially dangerous locations
- Treat everyone with respect
- Respect personal space
- Be aware of body language
- Not cause offence or provoke uninvited comments and actions
- Stay calm, speak firmly and quietly, not enter into arguments
- Not put themselves at risk to protect property, to save embarrassment or time

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