

Elm Park Primary School

Safety of Staff Policy



'Aspiring to be the best we can be!'

Policy type	Guidance
Statutory compliance with	n/a

Responsible (author)	HT
Consulted	HT Department for Education legislation All Staff
Informed	All Parents / All Staff / Governing Body School website

Review Frequency	Every 3 years
Next Review Date	19/06/2021
Approved by/when	Full GB/19/06/2018

**Elm Park Primary School
Safety of Staff Policy**

Introduction

To be read in conjunction with the following:

- Safeguarding Code of Conduct
- Safeguarding and Child Protection Policy
- Staff Code of Conduct Policy
- Lone Working Policy
- Health and Safety Policy

Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. In the development of this policy, the school has considered its impact with regard to equalities legislation.

General Statement

The policy should be read in conjunction with the Council and School Health & Safety Policy and school Positive Behaviour and Relationships Policy.

The Local Authority and Elm Park Primary School wish to give a clear message to staff that aggression, threats, abuse and violence are unacceptable. A London Borough of Havering poster to this effect may be displayed by schools and other educational premises at the discretion of the Head Teacher/Governing Body/Management.

In the context of the policy the Council adopts the Health and Safety Executive definition of violence which is defined as:

“Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work” (HSE)

The Council Code of Practice for Violence & Aggression defines ‘verbal abuse’ as:

“Language which is perceived to be abusive because it contains sexist or racist comments, threatens actions violence, is intimidating, or includes persistent bad language”.

Aim

It is recognised that staff may at times be subjected to an assault (verbal or physical) from pupils and members of the public.

In line with the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 the policy will provide a framework to implement measures to prevent and reduce the risk of violence and to protect staff.

Objectives

To support all members of staff with clear responsibilities and guidance.

To minimise the risks of violence to members of staff, pupils and visitors by physical and other means where appropriate e.g. physical alterations to property, implementing safe systems of work as a result of risk assessments and improving working practices.

Elm Park Primary School
Safety of Staff Policy

To provide appropriate training for staff in recognition, avoidance and management of potentially violent situations.

To encourage reporting of incidents both internally and to the Local Authority.

To give personal support to employees after violent or potentially violent incidents have occurred.

To recognise that there may be a need, in the interest of safety, to support staff using physical restraint when under specific circumstances or serious threat or danger.

Review and Monitoring

This policy will be monitored through the receipt of incident report forms and the process of risk assessment which will be audited at least annually. Review will take place as often as is necessary through the process of monitoring and the development of internal and external good practices.

Responsibilities

Local Authority will: (As the employer for Community Schools, for VA and Foundation schools the following should be included under the Head Teacher/Governing body responsibilities).

- provide guidance, support, and offer appropriate training to Community schools (and to VA / Foundation schools who buy-into the services of the Schools' H&S Team, Children's Services HR etc) and other education premises in preventing and reducing the risk of violence.
- investigate (where appropriate) incidents and make recommendations.
- monitor and review incidents and control measures to ensure effectiveness.

Head Teacher in conjunction with the Governing Body will be responsible for:

- developing, with staff, an appropriate procedure for preventing and managing violence using the risk assessment process.
- effectively communicating procedures to all staff members, supply staff, volunteers and visitors as appropriate.
- developing staff awareness via induction of new staff, supervision and regular discussion at staff meetings.
- ensuring access to and provision of training for staff in procedures for the recognition, avoidance and management of potentially violent situations.
- issuing clear instructions about how to control violent behaviour, clearly defining the extent, and under what circumstances, physical restraint is accepted.
- review procedures in light of experiences as often as is necessary to ensure the safety of staff members, pupils and visitors as required.

Elm Park Primary School
Safety of Staff Policy

- ensuring that the necessary procedures are in place to ensure the back-up from colleagues is available, should the need arise in “potentially” violent situations.
- establishing good working relationships with the local police.
- excluding pupils in line with the school’s behaviour policy if other sanctions and strategies have proved to be insufficient. (There is a statutory process governing the exclusion of pupils and this must be adhered to.)
- excluding members of the public from the site where violent behaviour is encountered.
- ensuring records are maintained regarding violent pupils/members of the public and take necessary measures in terms of procedure. The information should be shared with those who may be at risk e.g. other members of staff within the Local Authority such as Social Workers, Education Welfare Officers and other support workers.
- giving careful and sensitive consideration to expressions of concern by staff members and pupils. The threat or act of violence should not be taken lightly.
- ensuring that all incidents are investigated promptly and thoroughly, implementing any necessary remedial measures and involving others as necessary e.g. Behaviour Support, Health & Safety, Pupil Services etc.
- ensuring staff are aware of their responsibility in reporting incidents and that the relevant health and safety recording paperwork is completed.

Members of Staff must:

- familiarise themselves with policies and procedures, guidelines and instructions, and ensure that they work in line with the requirements.
- in line with agreed standards, report and record all incidents of violence, (both physical and verbal), threatened violence or aggression, to their manager immediately.
- attend such training as deemed necessary.
- be aware of counselling support and occupational health services.
- recognise safety is a dual responsibility; there is a general duty to co-operate with the Local Authority and school requirements and not to deliberately put themselves or others in danger.

Arrangements for Implementing the Policy

Proactive Arrangements

- Risk Assessment

The Head Teacher, in conjunction with staff, governors and the Local Authority (as required) will carry out personal safety/security/lone working, stress and violence risk

Elm Park Primary School
Safety of Staff Policy

assessments in order to identify the hazards and control measures to minimise the risks to staff, pupils and visitors.

Where significant hazards are present individual risk assessments will be carried out on pupils and/or members of the public.

The findings of the risk assessments will be shared with all staff that may be at risk.

Risk assessments will be reviewed as often as necessary and at least annually.

- Safe Systems of Work

From the risk assessments, safe systems of work will be developed to ensure that those who may be vulnerable to violence are protected.

- Training

Induction training and health and safety awareness will be provided to all members of staff (on a prioritised basis).

Personal safety training will be provided to all staff (on a prioritised basis).

A range of specific training will be available for staff based on training needs analysis e.g. restraint training, Team Teach training, including positive handling techniques.

The training needs will be reviewed as often as necessary and at least annually.

Reactive Arrangements

- Recording and Reporting Incidents

Internal reporting systems will be in place for staff to record incidents in line with the set procedures.

All violent incidents will be reported to the LA in line with the requirements. Where necessary, incidents will be reported to the police.

Risk assessments will be reviewed in light of incidents to ensure that the necessary control measures are in place and effective.

De-briefing sessions will take place with the relevant staff after violent incidents (as required). The objective is to identify what worked well and what might need to be changed.

Incidents will be evaluated, trends identified and reports made to the Governing Body.

- Training

Training will be reviewed in light of incidents to ensure that the level of training is appropriate.

- Support

**Elm Park Primary School
Safety of Staff Policy**

Post incident support will be made available to any member of staff (as required). The services will range from in-house support through the school procedures and risk assessments or externally through the occupational health service. The support includes the option to see a counsellor through the occupational health service.

Guidance

1. Risk Assessment

1. Finding out if there is a problem (hazard identification)
2. Who may be harmed
3. Current control measures
4. Actions

2. Guidance on Preventing Violence & Aggression

1. Work environment and layout
2. Physical measures (perimeter security, CCTV etc.)
3. Lone working
4. Generic techniques
5. Actions that can be taken (prohibit persons from site etc)

3. Recording Incidents

1. Types of incident to be recorded
2. How to record – Verbal and Physical Assault
3. Where to submit records
4. Considerations on how to evaluate incidents
5. Actions to take post incident
6. Support available

4. Training

1. Training needs analysis
2. Training available
3. Evaluation

5. Support

1. Directory of relevant support