

Millfield Primary School

Abusive or Threatening Behaviour on School Premises Policy

The vast majority of visitors to our school, whether they are parents, other family members, members of the community or other guests, demonstrate the values which we want to promote to our pupils in school. We have an “open door” policy because we value the interaction between staff and the families of our pupils. It is an important part of our ethos; it helps us to get to know our pupils really well and, therefore, enable them to make the best possible progress in all respects. This is, however, a privilege.

Sadly there are a very few occasions where visitors do not behave as we would like. All schools have been encouraged to consider what to do in the situation where unsatisfactory behaviour arises on their premises. This policy has been drawn up using the “Legal Toolkit for Schools” guidance from the DFE. Please also see our Code of Conduct for Parents which details the sort of behaviour we expect.

Rights and Expectations of School Community

- 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 will be a zero tolerance of violence, threatening behaviour and disorderly conduct, including abuse in all forms, against school staff or other members of the school community.
- Where such behaviour does occur, action will be taken to deal with the person or persons concerned.

What do we mean by Abusive or Threatening Behaviour?

The Public Order Act 1986 defines “disorderly conduct” as: verbal abuse, threatening abusive or insulting words or behaviour or any disorderly behaviour whereby a person is caused alarm, harassment or distress. “Threatening behaviour” is when a person fears that violence or threat of violence is likely to be provoked.

In a school context this could mean someone shouting at a member of staff, either in person or on the phone; acting aggressively, including using intimidating body language, as well as actual violence. It also covers comments posted on social networking sites or situations where members of staff are approached off school premises.

Action to be taken if an incident occurs

If an incident involving threatening behaviour or abuse does occur then an incident report form will be completed by the member of the school community against whom the abuse was directed. In the case of this being a pupil a member of staff may complete the form on their behalf. **(See Incident Report Form attached)**

- *Step 1 - Verbal warning*
The headteacher will speak to the person or persons perpetrating such an incident privately. It will be put to them that such behaviour is unacceptable and an assurance will be sought that such an incident will not be repeated. It will be stressed on this occasion that repetition of such an incident will result in further more serious action being taken. If the headteacher has been subject to abuse this will be done by the Chair of Governors (or other appointed independent governor, if the Chair is involved in the incident in any way)
- *Step 2 - Written warning*
If a second incident occurs involving the same person or persons, the headteacher will write to the adult(s) informing them once again that this conduct is unacceptable. As for Step 1, if the headteacher has been subject to abuse this will be done by the Chair or other appointed governor.

NB: Any incidents of violent conduct would immediately proceed to step 5.

At any stage, the school may report serious incidents of abusive and threatening behaviour to the Local Authority. The school has a statutory responsibility to report any racist or discriminatory incidents to the Local Authority (See Equality Policy). Any act of actual or threatened violence will be referred to the police immediately.

- *Step 3 - Final written warning*
If a third incident occurs involving the same person or persons, the Chair or other appointed independent governor, will write to the adult(s) giving a final warning that this abusive and threatening behaviour is unacceptable, and that a repetition of this conduct will leave the governors no option but to take further action.
- *Step 4 - Governors' Ban Letter*
If such an incident recurs, or if an initial incident is considered serious enough by the headteacher, the Chair of Governors (or other appointed governor) would be involved to enforce any action deemed necessary. This may result in a person or persons being excluded from school premises.
- *Step 5 - Involvement of the police*
If following a decision to ban a person from the school premises, that person nevertheless persists in entering school premises and is displaying unreasonable behaviour, such a person may be removed from the school premises as a trespasser under Section 547 of the Education Act 1996 and charged with an offence under the Public Order Act 1986.

All parents, even if excluded from school premises, have a right to seek an appointment to speak to school staff about their child's educational progress.

Other members of the public have no right of access to the school premises. In the case of an incident involving another member of the public steps 1 and 2 as above will be followed. At step 3 the headteacher will write again and at step 4 the headteacher will send the banning letter.

Millfield Primary School - Code of Conduct

We never hurt others with words or actions.

We listen carefully, work hard and try to do our best at everything.

We respect each other, our school and the world around us.

Lone working

All members of staff should be aware of the policy of lone working if they are in school by themselves. Please see the school Health and Safety Policy.

Mr. S. Kelly – September 2014

This policy will be reviewed as required or every two years.

Reviewed: September 2016

Reviewed: September 2018

Date of next review: September 2020



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ABUSIVE OR THREATENING BEHAVIOUR - INCIDENT REPORT FORM

Date of incident: _____

Day of the week: _____

Time: _____

1) Member of staff reporting incident

Name: _____

Position: _____

2) Details of person assaulted / verbally abused

Name: _____

Job / Position (if member of staff): _____

3) Details of trespasser / assailant / verbal abuser (if known)

4) Witness(es) if any

Name: _____

Address: _____

Age (approx): _____

Sex: _____

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Other information / relationship between member of staff / abuser if any

5) Details of incident

Location of incident: -----

Outcome (see policy): Step-----

Has abuser been involved in any previous incidents? -----

Name and contact details of any police officer involved / incident number:

Signed: -----

Date: -----

Please return to the headteacher as soon as possible.