



St James CE Primary Academy

Policy on Abusive or Threatening Behaviour on School Premises

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 rare 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 the premises. This policy has been drawn up using the "Legal Toolkit for Schools" guidance from the DfE. 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 a 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)

If there is a record of persistent and repeated incidents of abusive or threatening behaviour, then the Principal /Chair of Governors can move to step 4.

Step 1 - Verbal warning

The Principal 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 to be taken. If the Principal 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 Principal will write to the adult(s) informing them once again that this conduct is unacceptable. As for Step 1, if the Principal has been subject to abuse this will be done by the Chair of Governors or other appointed governor.

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

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 - Governor's Ban Letter

If such an incident recurs, or if an initial incident is considered serious enough by the Principal, 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 the 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 and guardians, 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 Principal will write again and at step 4 the Principal will send the banning letter.

Date: December 2018

Review Date: December 2022

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Abusive or Threatening Behaviour – Incident Report Form

Date of Incident:

Time:

Member of staff reporting incident

Name:

Position:

Details of person assaulted/verbally abused

Name:

Job/position:

Details of trespasser/assailant/verbal abuser

Witness(s) Name:

Address:

Age

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

Details of incident

Location of incident

Outcome

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 Principal as soon as possible.