



The Holt School Managing Abuse, Threats and Violence Policy

June 2018

Version	DATE	DESCRIPTION
1	June 2016	Policy review
2	June 2017	Policy review
3	June 2018	Policy review

Reviewed	June 2018
Responsibility	Mrs Janet Perry - SBM
Committee	Finance and Premises
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This policy applies to all staff, students and visitors in the school. The term “staff” includes school employees, parents, Governors, volunteers and workers employed by contractors.

Definition

Any incident in which a member of staff or student is abused, threatened or assaulted by another person

This includes:

- severe verbal abuse whether written or oral
- threat where this is judged likely to turn into actual violence
- serious or persistent harassment (including racial or sexual harassment)
- threat with a weapon
- major or minor injuries
- Fatalities
- Actual physical attack

The Policy

The School recognises that abusive, threatening or violent incidents at work present a risk to the health and safety of staff and students and the obligations of the organisation to minimise the risk.

Violence is not considered to be an acceptable part of any job, nor is it part of the duties of any employee to accept violent or abusive behavior. We recognise the potentially damaging effects of these on individuals, their work performance and the school as a whole, and are committed to combating it.

The aims of this policy are:

- to reduce the risks to staff and students from violence and abuse;
- to fulfil legal and other obligations by ensuring the safety of staff and students;
- to protect staff and students from all forms of violence whenever possible, and to provide after-care should staff or students be subjected to violence;
- to ensure that everyone in the organisation is aware of and fulfils their responsibility for safety from violence at work.
- To ensure that all staff conform to regulations regarding student restraint and searching for potential weapons.

At all times the safety of staff and students takes priority over the protection of property.

The school is committed to ensuring that the following measures take place:

- an audit to identify risks, hazards, problems or other issues and the implementation of change as necessary.
- monitoring incidents of violence to staff.
- communication of the policy to ensure that everyone is aware of it and their responsibility with respect to it.
- allocation of specific roles and responsibilities in support of the policy.
- sanctions to be taken in the event of violent behavior by a staff member or student of the school.
- after-care procedures to be made available.
- evaluation and review of the policy and procedures at agreed intervals and the continued development of best practice in the light of experience.

Each member of staff has an obligation to undertake the following:

- the requirement to operate all the procedures as laid down.
- reporting of incidents of violence and abuse.
- reporting of hazards, risks or problems that individuals identify or become aware of in the course of their work.

Procedures, Working Patterns & Practices

Visitors

- All visitors to the site must report to reception. There are notices around the site to request this and to direct them to reception
- Staff to alert reception if they are expecting a visitor.
- All visitors are given an identity badge at reception when they sign in.
- Visitors to the site not wearing a badge should be directed, and if necessary, escorted, to reception.
- Contractors who arrive on site before the reception office is open must report to the Facilities Manager and will be issued with a badge when they sign in. Contact details for the Facilities Manager will be provided to all hirers and contractors.

- When dealing with possible trespassers staff should seek assistance before tackling the problem.
- Any concerns to be reported immediately to Reception.

Detailed procedures for the handling of a critical incident on site are to be found in all departmental offices.

Staff

- Reception duties are initially undertaken from behind a glass partition. There is a lock on the door if needed and an emergency alert button under the desk connected to the Finance Office
- Student support should be manned by at least two staff at all times. Where due to staff absence this is not possible, there is a lock on the door if needed and an emergency alert button under the counter connect to the LRC.

Parental/other interviews outside school hours take place in The Holt Building. Another member of staff is informed that the interview is taking place and remains on site until the meeting has finished. Parental interviews in school hours may take place in The Holt Building or in other suitable offices around the school.

- Opening times:

Holt Building 7.00 am - 4.30 pm

Entry from 4.30 pm until 6.00 pm is by Key Pad

Rest of School 7.30 am - 6.00 pm
- All staff should have left the site by 6.00 pm and no lone working should take place.
- If staff wish to work late they should be accompanied by other colleagues and the Site Team informed. They should work in The Holt building, which is secure.
- Office staff working in the holidays should ensure The Holt building is locked at all times.
- Staff wishing to come on site out of hours or in the holidays need to ask the Facilities Manager and arrange a start and finish time. Any such arrangements must fit in with Facilities Managers' off duty periods.
- Staff undertaking home visits give details to reception before leaving and report back either personally or by telephone when the visit is finished.
- There are written procedures controlling access of students and visitors to laboratories and workshops (and other practical areas). These are included in the Health & Safety section of the Staff Handbook.
- Staff should be mindful of items which could be used as weapons. As far as possible such items should be held in a secure area.

The after school detention procedures have been formulated for the protection of

staff and students.

Security Equipment

- A mobile telephone is available from the finance office and may be borrowed as required.
- Four walkie-talkie radios are kept by the Head teacher's PA for use by senior staff. In addition, members of the leadership team each have a walkie-talkie.

Site Team Security

- The Personal safety of the Site Team is paramount. It is recognised that Site Team are often alone on the site and are therefore very vulnerable.

To ensure personal safety the following procedures are applied: -

- ◆ In the event of a Site Team member discovering an intruder or trespasser on the school site, the police must be called immediately.
- ◆ The Site Team member should not intervene before the arrival of the police.
- ◆ Site Team members must carry their mobile phones when undertaking security patrols. The mobile phone must be switched on throughout the patrol.
- ◆ All incidents of trespass, intruders or vandalism, must be reported to the Co-headteacher(s) and School Business Manager, and recorded in an "Incident Book".
- ◆ Incidents will be reviewed termly by the Health and Safety Advisory Group.

Training

- Policy and procedures to be included in Health & Safety section of Staff Handbook.
- Managing abuse, threats and violence will form part of the induction programme for new staff.

Reporting, Monitoring & Evaluation

- Incidents of violence should be reported on a form available from the Co-hCo-headteacher(s)'s PA.
- The8Co-headteacher(s) is responsible for monitoring the incidents and will co-ordinate any aftercare required.

All incidents will be referred to the Leadership Team and the Health and Safety Advisory Group.

- Monitoring of working patterns & practices is ongoing by the School Business Manager.

- The policy and procedures will be reviewed by the Health and Safety Advisory Group as part of their health and safety brief. A report will be made to this Committee termly.
- Changes will be communicated in writing to staff.