Safe School Environment Policy

SCHOOL POLICY ON MAINTAINING A SAFE SCHOOL ENVIRONMENT

Introduction:

This document sets out our policy on maintaining a safe and secure environment for staff, pertaining in particular to incidence of violence, threatening behaviour or abuse from parents/carers or other members of the public.

Rationale:

As a general rule, schools are orderly, safe places where relationships between staff and visitors, especially parents, demonstrate mutual respect and recognition of shared responsibility for pupils' welfare and educational progress.

Parental involvement is an important factor in educational success and in dealing with emerging problems at an early stage. However the behaviour of a few parents can cause severe disruption or worse, result in abusive or aggressive behaviour towards staff.

Clear procedures in such cases will enable risk to staff to be minimised.

Relationship to other policies:

This policy relates to those on staff welfare, health & safety and behaviour

Key Principles:

At all times our common purpose is to achieve zero tolerance of violence, threatening behaviour or abuse in school and to ensure all members of the school community and all visitors to Newton Hill Community School can be confident that they are working within a safe environment.

Situations where staff may encounter violence or abuse include: over the telephone, in scheduled meetings, through letters or e-mails and unannounced visits from parents/carers or other adults.

Newton Hill Community School has a responsibility to put in place all possible measures to reduce risk to staff. This includes legal remedies where appropriate.

Roles and Responsibilities:

The Governing Body will ensure, as far as is reasonably practicable, the health, safety and welfare at work of all their employees.

The Headteacher will:

- Ensure that every member staff is aware of the contents of this policy
- Determine whether an abusive adult should be allowed to return to the school following an incident
- Provide appropriate support or delegate such support following an incident

May 2018

- Seek remedies in law where appropriate
- Delegate action to the appropriate person (s) where appropriate
- Ensure risk assessments are done on individual adults following violent or abusive visits to the school

All Staff will:

- Report incidents to their line manager using CPOMS
- Follow procedures outlined in the appendices of this policy

Monitoring and Evaluation:

A breakdown of incidents will be presented to the Resources Committee annually.

May 2018

WELCOME TO OUR SCHOOL

NOTICE TO ALL PARENTS, VISITORS AND CHILDREN AT NEWTON HILL COMMUNITY SCHOOL

This is a ZERO TOLERANCE ZONE

Inappropriate language, threats or acts of aggression towards staff will not be tolerated on these premises.

Anyone behaving in such a way will be asked to leave; they may receive a ban from the premises and their behaviour may be reported to the police.

May 2018

APPENDIX 2

1. Dealing with abusive telephone callers

Script to read out to an abusive telephone caller:

I am not comfortable with the tone/language you are using towards me. If you do not moderate this I will put the phone down and report this incident to my line manager.

Read the script and put the phone down if the caller does not moderate their tone.

Report the incident in writing using CPOMS ASAP (by the end of the working day).

2. Dealing with abusive visitors

Guideline response to an abusive visitor: (Please seek support from a member of staff should you encounter a difficult situation with a visitor in school).

Your behaviour/tone language is unacceptable in our school. I am going to terminate this meeting and ask you to leave the school premises and not return until we have contacted you by letter. If you fail to do this the police may be called and you may be prosecuted under section 547 of the Education Act 1996.

If the person refuses to leave call for help. In cases of physical violence ask a colleague to call the police.

Report the incident in writing on CPOMS, even if the person leaves, ASAP (by the end of the working day).

3. Dealing with abusive Letters/emails:

Guideline response to an abusive letter/e-mail:

Do not reply to an abusive letter or e-mail.

In the case of e-mail save it, print it off and take it or the letter to your line manager for advice.

Reporting other incidents:

Staff should report incidents in writing using a staff CPOMS. This includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.

Date agreed:…………………………………………..

Signed by Chair of Governing Body: ………………………………………………..

Signed by Headteacher: ………………………………………………………………….

May 2018