St Cecilia's Catholic Primary School

Violence Against Staff Policy

Signed by: S. Hurst	Headteacher	Date:	21.09.26
	Co-chair of governors	Date:	21.09.26
	Co-chair of Governors	Date:	21.09.26

"With Jesus as our guide and walking by our side,

we learn to love and love to learn."

Contents:

Statement of intent

1. Legal framework
2. Definition of violence
3. Roles and responsibilities
4. Preventing work-related violence
5. Responding to incidents
6. Record keeping and reporting incidents
7. Barring individuals from the premises
8. Monitoring and review

1. Statement of intent

This policy sets out St Cecilia's Catholic Primary School's policy and procedures to prevent, manage and respond to work-related violence. The school will not tolerate any instances of work-related violence, including verbal abuse, to our staff. All instances of violence will be dealt with swiftly and fairly, and any affected staff will be responded to sensitively and provided with appropriate support.

1.1 Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- HSE 'Preventing workplace harassment and violence'
- DfE 'Controlling access to school premises'
- DfE 'School and college security'

This policy operates in conjunction with the following school policies:

- Behaviour Policy
- Disciplinary Policy and Procedure
- First Aid Policy
- Invacuation, Lockdown and Evacuation Policy
- Physical Intervention Policy
- School Security Policy
- Searching, Screening and Confiscation Policy
- Suspension and Exclusion Policy

1.2 Definition of violence

The school will follow definitions used by the HSE for the purposes of this policy.

The HSE defines work-related violence as: 'Any incident, in which a person is abused, threatened or assaulted in circumstances relating to their work.' This can include verbal abuse or threats as well as physical attacks, and violence towards a member of staff's property.

The HSE defines an incident as: 'An unwanted, unplanned event that has the potential to cause harm/injury.'

1.3 Roles and responsibilities

The governing board will:

- Understand and follow their duty of care towards school staff and pupils and ensure the school is a place where both staff and pupils are safe from violence or aggression.
- Ensure all staff are informed, through the headteacher, of any circumstances which are likely to carry a risk of violent or aggressive behaviour.
- Ensure a continuing programme of risk assessments of violence towards staff is maintained, in close consultation with the headteacher.
- Ensure adequate training is provided for staff, e.g. on the use of reasonable force and de-escalation strategies.
- Oversee the implementation of this policy and monitor its effectiveness.

The headteacher will:

- Undertake a work-related violence risk assessment, in liaison with the SLT, and review this **annually**.
- Communicate the contents of any work-related violence risk assessments to all staff.
- Ensure separate risk assessments are undertaken where there is a known risk of violence or aggression towards staff, e.g. a pupil with severe behavioural issues.
- Monitor incidences of violence and abuse and initiate appropriate action if further measures are needed.
- Ensure that all staff have read and understood this policy.

The SLT will:

- Treat any reports of work-related violence, threats or abuse seriously and respond to them promptly.
- Record details of any incidents and provide support to any affected members of staff and pupils.
- Establish an environment where staff members are encouraged to support each other and look out for each other.

All members of staff will:

- Follow the procedures for preventing incidents, dealing with incidents, and recording and reporting incidents.
- Report every instance of probable violence and/or aggression, and any hazards, risks or problems, to the headteacher or a member of the SLT.
- Undertake any relevant training as directed by the headteacher.
- Assess the risk to themselves in each situation and do their utmost to ensure their own safety.
- Understand that they should not accept or ignore any instances of work-related violence directed towards themselves or others.
- Work with the police and any other relevant agencies where needed, e.g. due to an investigation.

1.4 Preventing work-related violence

The security arrangements in the School Security Policy will be implemented and followed. The school uses CCTV, in line with the Surveillance and CCTV Policy, to monitor and survey

the premises. The system will be used to focus on a potentially violent individual and identify perpetrators, with police involvement sought where appropriate.

Where a pupil is suspected of carrying a prohibited item or an item banned under the school's Behaviour Policy, a search will be considered by an authorised member of staff in line with the Searching, Screening and Confiscation Policy.

Where there is a risk of violence and aggression, or challenging behaviour, the school will conduct a risk assessment to identify hazards and implement mitigating measures. All staff likely to be exposed to a pupil known to be at risk of being violent will be made aware of potential trigger situations and prevention measures.

Staff will be strongly encouraged to raise any incidents of violence or abuse, including threats, they experience or witness with their line manager or the headteacher. All staff will receive awareness training on work-related violence and parental violence and aggression, and be informed of relevant school's policies and procedures at induction.

1.5 Responding to incidents

Where a member of staff is being abused, threatened or attacked, they will approach or alert a colleague for support and consider de-escalation strategies. Where available, a member of the SLT will respond and attempt to de-escalate the situation. School security and/or the emergency services will be contacted where necessary. Medical assistance will be provided immediately where required, in line with the First Aid Policy.

Staff will use reasonable force where necessary to restrain a pupil being violent towards a member of staff, in line with the Physical Intervention Policy. Pupils will be sanctioned afterwards in line with the Behaviour Policy, with a suspension or exclusion considered in line with the Suspension and Exclusion Policy if appropriate. Where the behaviour of a member of staff caused or escalated the incident, the incident will be investigated and responded to in line with the school's Disciplinary Policy and Procedure.

Serious breaches of security or emergencies will be responded to in line with procedures outlined in the Invacuation, Lockdown and Evacuation Policy.

CCTV recordings of an incident will be retained where they may be required for a police investigation.

The following support will be provided for a member of staff subjected to work-related violence:

- **Debriefing** – A discussion will take place with the staff member's line manager or the headteacher as soon as possible to understand their experience and how they may be affected
- **Time off work** – Where necessary, the member of staff will be provided time to recover from the experience. An assessment will be made to see if specialist counselling may be required.
- **Legal help** – In serious cases, legal assistance will be considered.
- **Guidance and training** – Additional guidance and/or training will be considered for the staff member to help them feel more confident in responding to a further work-related violence incident.

Any pupils who were also affected by an incidence of violence, including as witnesses, will be spoken to by an appropriate member of staff to identify where support may be required to help them deal with their experience.

1.6 Record keeping and reporting incidents

All staff will be made aware of the importance of reporting all incidences of work-related violence, including threats and verbal abuse, to their line manager or the headteacher. Incidents will be recorded in a work-related violence book in the **Headteacher's office**. Information recorded will include:

- When and where the incident occurred.
- An account of what took place.
- Details of the victim(s), the assailant(s) and any witnesses.
- An assessment of the severity of the incident and its outcome.
- Any relevant circumstances that may have contributed to the incident.

Following an incident of violence towards staff, the headteacher will review, in liaison with the SLT, any relevant school procedures to consider if lessons can be learnt to reduce the likelihood of future incidents and understand where increased vigilance may be appropriate.

In line with RIDDOR, the HSE will be notified in the event of an act of physical violence resulting in the death, specified injury, or incapacity for normal work for seven or more days of a member of staff.

1.7 Barring individuals from the premises

Where an individual's aggressive, abusive or insulting behaviour or language poses a risk to staff or pupils, or makes them feel threatened, the school will consider barring the individual from the premises. The school takes a zero-tolerance approach to violence towards its staff and will always take the decision to bar an individual where this is necessary to assure the safety of its staff and pupils.

The school will inform the individual that they've been barred, or of the school's intent to bar them, in writing – the letter will be signed by the headteacher. The individual will be allowed to present their side. The school will determine, considering the specific circumstances of the case and the risk posed, whether it is appropriate to bar the individual temporarily, until they have had the opportunity to formally present their side, or if they will first invite them to present their side by a set deadline.

After the individual's side has been heard, or if no response is received, the school will decide whether to continue with barring them. The decision will be reviewed within a reasonable time to be determined by the governing board considering the specific circumstances of the case.

If an individual who is barred from the premises ignores the ban and causes a nuisance or disturbance, the school will contact the police to have them removed.

1.8 Monitoring and review

This policy will be reviewed **annually** by the headteacher and governing board, or sooner if deemed necessary, e.g. following concerns about the effectiveness of the school's procedures or a rise in work-related violence incidences. The next scheduled review date for this policy is **September 2027**.

Staff members and any relevant stakeholders will be notified of any changes made to this policy or to the school's wider procedures intended to keep staff safe.