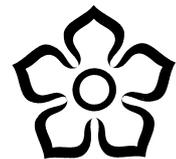


Leicester
City Council

Staff Protection Policy



Leicester
City Council

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1. Introduction

All members of the Moat community have a right to expect that their school is a safe place in which to work and learn. However, on rare occasions, abusive or aggressive behaviour towards members of the Moat community can cause severe disruption or worse. Violence, threatening behaviour or any kind of harassment or abuse against school staff or other members of the school community will not be tolerated. There is no place for acts of this nature in school.

It is college policy that all disagreements should be dealt with politely and calmly, so that, wherever possible, any potential difficulty will be diffused before it becomes an incident.

Any meeting between a member of staff and a visitor will take place in an area where the member of staff can access other support should it be needed.

2. What constitutes an incident?

An incident is defined as any interaction between a member of staff and another person in which the member of staff feels abused, threatened or unsafe within the working environment.

This may be because of:

- Aggressive behaviour – verbal or non-verbal
- Inappropriate language including swearing
- Threats of physical violence to a member of staff or a pupil
- Actual physical violence

All incidents will be recorded by the principal and, where appropriate, further action will be taken.

3. Incident Response

The college policy has four main levels of response to an incident:

Level 1 – The other person will be politely asked to calm down and offered the possibility of discussing the matter with another member of staff present. If the incident happens outdoors in the school grounds the person will be asked to come into the building to a place where the matter can be discussed quietly.

Level 2 – The person will be asked to leave the school premises and/or a member of the Senior Leadership Team (SLT) will send them an appropriate letter. The incident will be recorded on the standard incident form and placed on file.

Level 3 – A member of the SLT will intervene and respond to the situation. The intervention will be recorded on the standard incident form and placed on file.

Level 4 – The police will be informed immediately.

4. Procedures following an incident

Any violence, threatened or actual, will immediately invoke a ban from school premises. The police will be informed and every effort will be made to pursue a prosecution.

The following provisions may not apply if an external agency eg Police are involved.

If a member of staff completes a standard incident form, the SLT will contact the person concerned and request a meeting at which it will be made clear that should this behaviour occur again further action will be taken. This meeting will be followed up in writing, confirming the discussion that took place and the decisions agreed as a result of the discussion. At this stage the principal may inform the chair of governors if it is felt necessary.

Any incident will be considered individually and appropriate action taken after discussion between the SLT and the member of staff involved.

If the behaviour is repeated or is a 1st level 4 incident, the Local Authority and the Governing Body will be informed and the perpetrator will be informed in writing of the consequences of their behaviour.

These may include:

- Temporary ban from school buildings or grounds
- Permanent ban from school buildings or grounds
- Communication with school only when a governor is present
- Communication with school only when a member of SLT is present
- Informing the police
- Legal action

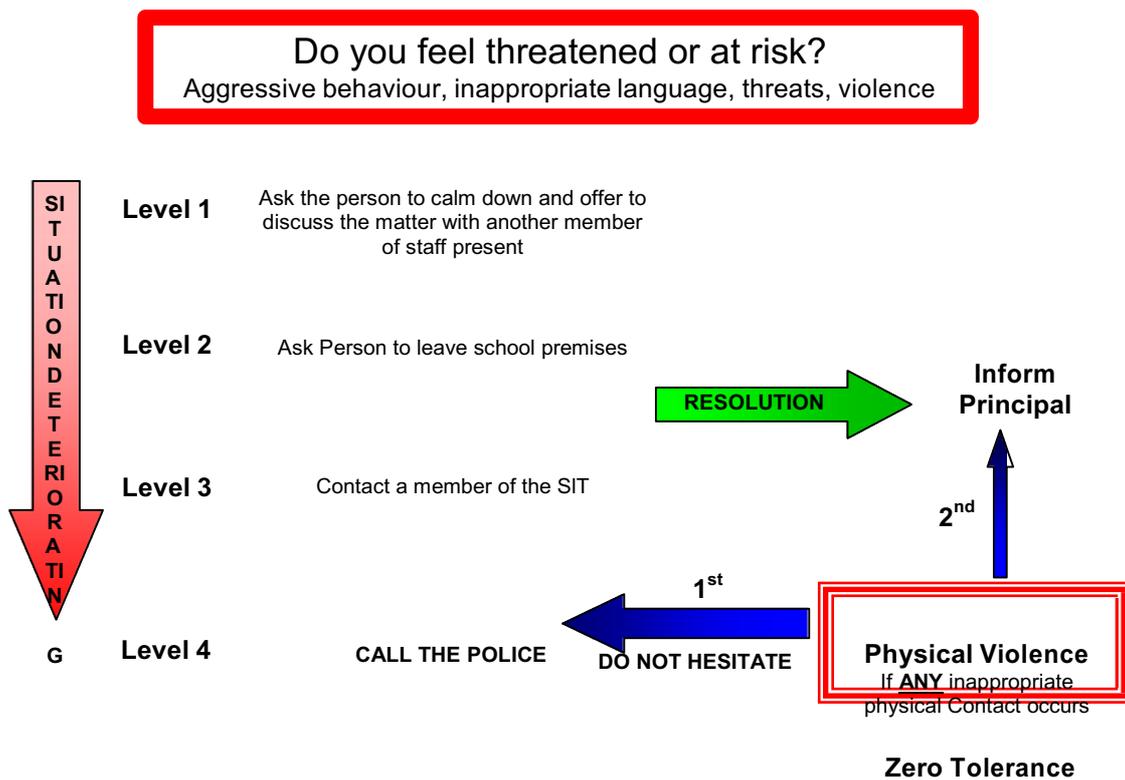
A request to rescind a ban will be considered by the principal in consultation with staff and must be approved by the governing body.

The principal has the right to decide who can come onto school premises but any letters banning a person from these will be sent by the Local

Authority. Government guidelines and standard letters will be used. If a temporary or permanent ban is not adhered to the police will be informed and prosecution may follow.

Should a further incident occur after a fixed term ban has expired, the Local Authority would be requested to implement a permanent ban.

If the person sends a letter of apology then actions to be implemented after an incident will be reviewed by the SLT.



5. Threatening behaviour/violent conduct from a student to a member of staff

When dealing with students, staff should be aware of the school's safeguarding policies and procedures.

If you hear about a threat:

If any member of staff becomes aware of a threat towards themselves or any other member of staff, they must immediately inform a member of SLT. If the threat is about another member of staff, this member of staff will be told about the threat.

The SLT will take immediate action to ensure the safety of the member of staff

If you are threatened:

If a student threatens violence or is violent towards a member of staff then the incident should be dealt with as follows:

- Take steps to ensure, as far as possible, that the student is not able to harm yourself, themselves or others
- Summon the help of another member of staff
- Summon a member of SLT
- Record the incident

The principal will decide as to what action will be taken next. The school or the individual member of staff may wish to inform the police

6. Risk Assessments and Student Information

Students with a history of threatening or violent behaviour must be annually risk assessed.

Relevant student information must be shared with all staff. This will include where there are risks to students becoming very angry or exhibiting extreme reactions to situations.

Key staff with regular contact with the students may need restraint training.

Review date: January 2017

Responsibility for review: Vice Principal KS3