



## **Allegations of Abuse against Staff / Violence Policy**

**Policy Devised:** 24<sup>th</sup> June 2016  
**Adopted on:** 14<sup>th</sup> July 2016  
**Review date:** July 2019

### Statement

Pool Academy recognises that it has a duty to protect the safety and well-being of all staff who deal with people in difficult and potentially confrontational situations. The school will ensure that it takes suitable steps to remove or reduce the likelihood and effect of violent or abusive behaviour towards any member of staff and will take all necessary steps to demonstrate that this behaviour will not be tolerated.

### Application

This Policy applies to all work which interfaces with the public where there could be a foreseeable risk from violent or abusive behaviour. This can include interface on the telephone and via email and includes verbal and written abuse.

### Requirements

The school will ensure:

- That there is early recognition and assessment of the risk to staff when violence or aggression could be reasonably foreseeable.
- That reasonable steps have been taken to protect staff against unnecessary exposure to difficult or confrontational situations.
- Effective communication between the Senior Leadership Team and staff to raise awareness of Violence and Aggression risks and to communicate concerns about specific individuals.
- The encouragement of individual responsibility to recognise and inform the Senior Leadership Team of hazards and risks associated with Violence and Aggression.
- The provision of a readily accessible system to inform staff of persons known to present a violent or aggressive risk to staff especially for meetings conducted by individuals.
- That effective emergency arrangements and reporting systems are set up to protect staff from foreseeable violent or aggressive attacks, which may include being accompanied by an additional staff member.

- That all incidents and near misses are reported and investigated for the purpose of improving safety and preventing recurrences.
- That where appropriate the persons responsible for the violent or abusive behaviour are informed that this is not acceptable and that they will be required to make appointments with the Senior Leadership Team members present should they wish to meet with staff.
- That abusive or aggressive behaviour is reported to the police where appropriate; further incidents will result in a refusal to host the perpetrator on the school site.
- That staff who are dealing with the public have ready access to the necessary information regarding them prior to the meeting.
- That persons unsuitable to visit the school site are identified clearly on the school SIM's system.
- That support systems are set up for staff affected by incidents of violence and aggression including counselling where appropriate.

### Responsibilities

#### Senior Managers:

Have a responsibility to:

- Ensure that the school has suitable safe working procedures in place for staff dealing with the public.
- Ensure suitable control measures are implemented to remove or reduce significant risks that are identified.
- Ensure that adequate monitoring and emergency response arrangements are in place and monitored.
- Ensure that all staff follow the procedure for reporting and dealing with individuals who display violent or aggressive behaviour.
- Review violent and aggressive incident statistics, identify trends and take action as appropriate.

#### Staff:

Have a responsibility to:

- Ensure that the requirements of this policy are fulfilled.
- Ensure that suitable control measures/safe working procedures are implemented to remove or reduce significant risks that are identified.
- Ensure that they are able to raise an alarm or call for assistance if appropriate.
- Ensure that individual meetings are undertaken in a suitable space that is known by another member of staff and that all meetings are arranged by prior appointment through reception.

- Ensure that they understand the need to report concerns about safety associated with violent or abusive behaviour.
- Ensure that serious incidents are reported in the correct manner by notifying the Head Teacher as soon as they occur.
- Ensure that they report any concerns or failures in safety systems and raise awareness of potential danger from violence or aggression. • Indicate beforehand if they feel uncomfortable dealing with an individual so that appropriate support can be given.