



PARK GROVE SCHOOL POLICY



Abusive or threatening behaviour on school premises.

INTRODUCTION

This policy forms part of a suite of documents and policies which relate to the safeguarding responsibilities of the school.

This policy was drawn up using DfE guidance 'Abusive behaviour on school premises' and 'Legal Toolkit for schools'. Advice has also been sought from CYC Human Resources department and the police.

AIM

We aim to ensure that children and adults who are present on the school premises are protected against abusive or threatening behaviour from other individuals on the premises.

- All members of the school community have a right to expect that their school is a safe place in which to work and learn.
- Violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated.
- Where such behaviour does occur, action will be taken to deal with the person or persons concerned.

STATUTORY CONTEXT

In order to safeguard and promote the welfare of children, the school will act in accordance with:

- **Public Order Act 1986**
 - **Section 5 'Disorderly conduct'**
Verbal abuse, threatening abusive or insulting words or behaviour or any disorderly behaviour where a person is caused alarm, harassment or distress.
 - **Section 4 'Threatening behaviour'**
A person fears that violence or threat of violence is likely to be provoked.

ACTION TO BE TAKEN IF AN INCIDENT OCCURS

* Depending on the severity of the incident, certain steps may be omitted and step 5 will be invoked immediately.

- If an incident involving violence, threatening behaviour or abuse does occur then an incident report form will be completed by the member of the school community against whom the abuse was directed. In the case of this being a pupil, a member of staff may complete the form on their behalf.
- The Headteacher will speak to the person or persons perpetrating such an incident privately. It will be put to them that such behaviour is unacceptable and an assurance will be sought that such an incident will not be repeated. It will be stressed on this occasion that repetition of such an incident will result in further more serious action being taken.

(Step 1 - Verbal warning.)

- If a second incident occurs involving the same person or persons, the Headteacher will write to the adult(s) informing them once again that this conduct is unacceptable.

(Step 2 – written warning.)

- If a third incident occurs involving the same person(s), the Chair of Governors will write to the adult(s) giving a final warning that this abusive and threatening behaviour is unacceptable, and that a repetition of this conduct will leave the governors no option but to involve the LA.
(Step 3 – final written warning.)
- If such an incident recurs, or if an initial incident is considered serious enough by the Headteacher, the LA would be involved to enforce any action deemed necessary. This may result in a person or persons being excluded from school premises.
(Step 4 – LA Ban Letter)
- The LA may consider taking legal action to enforce a ban, therefore an assurance will be sought from members of the school community that they will be prepared to give evidence in court should the need arise.
- If following a decision to ban a person from the school premises, that person nevertheless persists in entering school premises and is displaying unreasonable behaviour, such a person may be removed from the school premises as a trespasser under Section 547 of the Education Act 1996 and charged with an offence under the Public Order Act 1986.
(Step 5 – involvement of the police.)
- All parents, even if excluded from school premises following action by the LA, have a right to seek an appointment to speak to school staff about their child's educational progress.

APPROVED AT THE FGB MEETING – 6th December 2016

TO BE REVIEWED ON RECEIPT OF ANY UPDATED GUIDANCE

**DAVID HARE
CHAIR OF GOVERNORS
December 2016**

ABUSIVE OR THREATENING BEHAVIOUR – INCIDENT REPORT FORM

Date of incident

Day of the week

**Time of
incident**

1. Member of staff reporting incident

Name

Address

Position

2. Details of person assaulted / abused

Name

Address

**Position
(if member of staff)**

Gender

M / F

Age

3. Details of trespasser / assailant / verbal abuser (if known)

Name

Address

4. Witness(es)

Name

Address

**Position
(if member of staff)**

Gender

M / F

Age

5. Other information / relationship between member of staff / abuser (if any)

6. Details of incident	
Location	
Outcome (see Policy)	Step:
Has abuser been involved in any previous incidents	
Name and contact details of police officer involved	
Incident number	

Signed Date

PLEASE RETURN TO THE HEADTEACHER AS SOON AS POSSIBLE.