KINGS PARK SCHOOL

VIOLENCE AGAINST STAFF POLICY

POLICY NO.	KPS-VAS-002
POLICY OWNER	HEADTEACHER
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LATEST REVIEW DATE	01/09/2025
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	SIGNED	DATE
HEADTEACHER MISS S J WATSON		**01/09/2025**
PROPRIETOR MRS AMY SAUNDERS		**01/09/2025**
RATIFIED BY CHAIR OF GOVERNING BOARD MR ALEX RICHARDS		

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STATEMENT OF INTENT

This policy sets out Kings Park School's policy and procedures to prevent, manage and respond to work-related violence.

At Kings Park School we strive to have a culture of respect which we believe is crucial for fostering a positive, supportive environment where our pupils can thrive. Respect in Kings Park School is especially important because it helps ensure that every pupil feels valued and included, regardless of their abilities or challenges. Respect is a value that is part of the 'Kings Park Way', be ready, be respectful, be safe. We use various strategies for building and maintaining a culture of respect:

1. Lead by Example: Teachers and staff model respectful behaviour in all interactions with pupils and each other. This includes listening carefully, speaking with kindness, and being patient

2. Inclusive Language: Use language that promotes inclusivity and does not marginalise or label pupils based on their disabilities. Encourage pupils to use respectful and supportive language when interacting with their peers.

3. Clear Expectations: Set clear expectations for behaviour that promote mutual respect. This should be communicated through classroom rules and reinforced regularly. Encourage pupils to respect each other's personal space, needs, and communication styles

4. Empathy and Understanding: Teach and model empathy by encouraging pupils to understand and consider the perspectives of others. This can be done through role-playing, discussions, and stories that highlight the importance of respecting differences.

5. Pupil Involvement: Involve pupils in discussions about what respect looks like in their school community. This could include activities like creating a "Respect Code" or having regular circles where pupils talk about respectful behaviour.

6. Celebrating Diversity: Create opportunities for students to learn about and celebrate their differences. This can be through activities, special events, or the incorporation of diverse perspectives into lessons. When students feel their unique traits are valued, they are more likely to respect others.

7. Address Bullying Promptly: Take a firm stance against bullying and discrimination. Any disrespectful behaviour, whether verbal, physical, or social, should be addressed promptly to ensure that the school environment remains safe for everyone.

8. Provide Support and Resources: Ensure that students, particularly those with special needs, have the support they need to engage positively with their peers. This may include adapted communication tools, sensory breaks, or specialized teaching methods.

9. Positive Reinforcement: Reinforce respectful behaviour through positive reinforcement. Recognize and reward acts of kindness, understanding, and respect, whether it's through verbal praise, certificates, or small rewards.

10. Ongoing Training: Ensure that all staff, from teachers to support staff, receive training on how to foster respect in a diverse school setting. This training should cover everything from disability awareness to strategies for handling conflicts or misunderstandings.

11. Family and Community Engagement: Foster communication and collaboration between school and home. Encourage families to talk about the importance of respect, and create a community where respects extend beyond the school walls into the larger community.

1.0 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 (2009) 'Preventing workplace harassment and violence'
- DfE (2018) 'Controlling access to Kings Park School premises'
- DfE (2023) 'Kings Park School and college security'

This policy operates in conjunction with the following Kings Park School policies:

- Behaviour and Relationship Policy
- Disciplinary Policy and Procedure
- First Aid and Medical Policy
- Invacuation, Lockdown and Evacuation Policy
- Positive Handling Policy
- Searching, Screening and Confiscation Policy
- Suspension and Exclusion Policy

2.0 DEFINITION OF VIOLENCE

Kings Park 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.'

3.0 ROLES AND RESPONSIBILITIES

The Proprietor board will:

- Understand and follow their duty of care towards Kings Park School staff and pupils and ensure the Kings Park 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.

4.0 PREVENTING WORK-RELATED VIOLENCE

The security arrangements in the Kings Park School Security Policy will be implemented and followed. Kings Park 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 Kings Park School's Behaviour and Relationship 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, Kings Park 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 Kings Park School's policies and procedures at induction.

5.0 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. Medical assistance will be provided immediately where required, in line with the First Aid Policy.

Staff will use positive handling procedures where necessary to restrain a pupil being violent towards a member of staff, in line with the Positive handling Policy. Pupils will be sanctioned afterwards in line with the Behaviour and Relationship 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 Kings Park 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.

6.0 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 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 Kings Park 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.

7.0 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 Kings Park School will consider barring the individual from the premises. The Kings Park 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 Kings Park School will inform the individual that they've been barred, or of the Kings Park 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 Kings Park 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 Kings Park 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 Kings Park School will contact the police to have them removed.

8.0 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 Kings Park School's procedures or a rise in work-related violence incidences. The next scheduled review date for this policy is date.

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