

Our Lady and St Joseph School

Anti - Violence

Date	Review Date	Coordinator	Nominated Governor
15/07/2014	15/07/2015	Gwynfor Hood	Paul Mokwenye

We believe this policy relates to the following legislation:

- Offences Against the Persons Act 1861
- Criminal Damage Act 1971
- Local Government Act 1972
- Health and Safety at Work 1974
- Safety Representatives and Safety Committees Regulations 1977
- Criminal Justice Act 1988
- Offensive Weapons Act 1996
- Education Act 1996
- Health and Safety (Consultation with Employees) Regulations 1996
- Protection from Harassment Act 1997
- Crime and Disorder Act 1998
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Education and Inspections Act 2006
- Violent Crime Reduction Act 2006
- School Premises (England) Regulations 2012
- Schools (Specification and Disposal of Articles) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - This policy has also been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2013, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2003. The guidance reflects, "Keeping Children Safe in Education" 2014.
- The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- At Our Lady and St Joseph's school we recognise that all adults, including temporary staff¹, volunteers and governors, have a full and active part to play in safeguarding our pupils by protecting them from harm, and that the child's welfare is our paramount concern.
- All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

¹ Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self employed staff, contractors, volunteers working with children etc, and governors

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The following documentation is also related to this policy:

- Behaviour and Discipline in Schools - A guide for Headteachers and School Staff (DfE)
- Guidance on the Use of Restrictive Physical Interventions for Pupils with Severe Behavioural Difficulties (DCSF)
- Safer School Partnerships Guidance (DCSF)
- Screening, Searching and Confiscation - Advice for Headteachers, Staff and Governing Bodies (DfE)
- Use of Reasonable Force - Advice for Headteachers, Staff and Governing Bodies (DfE)

We have a duty under the Health and Safety at Work Act 1974 to ensure the health and safety of school personnel and it is our duty as stated in the Management of Health and Safety at Work Regulations 1999 to manage risks in the workplace.

Therefore, we aim to create a safe and secure school environment where violence, threatening behaviour or abuse to any member of the school community is not tolerated.

We treat any form of physical attack, attack against property or possessions, serious verbal abuse and threats or anti-social behaviour as acts of violence or aggression as unlawful and we will take the appropriate legal action if need be.

We take seriously all acts of violence and aggression against school personnel and we will do everything reasonably practicable to reduce risk.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To create a safe and secure school environment for all members of the school community.
- To ensure the health and safety of school personnel.
- To manage risks in the workplace.
- To treat all acts of violence and aggression as unlawful.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- delegated to the Headteacher the task to undertake risk assessments as they believe this process is the key to controlling any risks at work;
- responsibility to discuss health and safety issues affecting staff with their union representatives;
- responsibility to report any act of violence that takes place;
- responsibility and will consider taking legal action against any offence that is considered: abusive behaviour, anti-social behaviour, assault, the of carrying offensive weapons, damage to property, harassment, public order offences, nuisance or disturbance;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- undertake risk assessments by assessing:
 - identified hazards;
 - assessing the risk
 - who is at risk;
 - identifying risk control measures;
 - recording and reviewing the assessment when appropriate
- ensure that:
 - all risk assessments are realistic and practical;

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- identified risk control measures need to be acted upon;
- any incident resulting in injury is reported to the LA
- report any act of violence that takes place;
- ensure all related records are kept up to date;
- search pupils suspected of carrying prohibited items such as knives or other weapons that could harm against an individual(s);
- seize any prohibited item that could harm against an individual(s);
- consider the exclusion of any pupils for causing or taking part in a violent incident;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by:
 - analysing the number of reported violent incidents that take place
 - analysing the number of pupil exclusions
 - reviewing school security procedures
- annually report to the Governing Body on the success and development of this policy

Role of the Health and Safety Representative

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

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School personnel will:

- comply with all aspects of this policy;
- take reasonable care of themselves and others whilst at work;
- work with the Headteacher on the Risk Assessment process by completing a fact finding questionnaire on the likelihood of them being subjected to violence or abuse in any form;
- prevent violent incidents occurring by avoiding situations that will provoke violent or aggressive behaviour from pupils who are known to have these tendencies;
- undertake training in:
 - recognising the signs of potential violent or aggressive situations developing;
 - school safety and security procedures;
 - personal safety awareness, basic breakaway techniques and safe methods of work;
 - identifying and dealing with potentially difficult situations;
 - physical restraint of pupils
- report any incident of violence and aggression;
- ensure that all incidents are reported to the Headteacher;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Dealing with an Incident

When confronted with an incident school personnel should:

- stay calm;
- look for signs that could result in unpredictable behaviour;
- seek assistance;
- converse in a calm controlled manner;
- not turn their back on the 'aggressor';
- defuse the situation by listening and suggesting that the conversation takes place at some other time and place;
- move to a place of safety;
- only use restrictive physical intervention with a pupil as a last resort

Recording and Reporting Incidents

- All school personnel must report all incidents of violence and aggression in accordance with the school accident and emergency procedures.
- All incidents resulting in injury will be reported to the LA.
- The LA will report any incident that involves a member of the school personnel having more than 3 days off work to the Health and Safety Executive.

Investigating Incidents

The Headteacher will investigate all incidents and may decide to:

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- conduct further investigation;
- offer counselling to the victim;
- liaise with the police;
- take legal action;
- liaise with Trade Unions and the Local Authority;
- exclude a pupil or temporarily withdraw service from the party that was responsible for the incident

Role of the Police

The police will be informed of all cases of severe disturbance, assault or potential violence.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- report all violent incidents that take place;
- attend school programmes that cover:
 - resolving conflicts without violence
 - dealing with violent or aggressive behaviour
 - anti-social behaviour
 - the dangers of carrying illegal weapons
 - the penalties of carrying illegal weapons
 - searches with or without consent
 - personal safety training
 - reporting violent incidents
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

Role of the School Council

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organise surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

Role of Parents/Carers

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Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training related to this policy on induction which specifically covers:
 - health and safety
 - safeguarding and child protection
 - risk assessment
 - personal safety training
 - school security procedures
 - dealing with intruders
 - lone workers
 - positive handling (restraint of pupils)
 - accidents and emergencies
 - medical and first aid
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

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This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

▪ Health & Safety	▪ Health & Safety - Responsibilities
▪ Risk Assessment	▪ Workplace Environment
▪ Medical & First Aid	▪ Accidents and Emergencies
▪ School Security	▪ Intruders
▪ Safeguarding and Child Protection	▪ Lone Workers
▪ Positive Handling (Restraint of Pupils)	▪ Pupil Exclusion

Headteacher:		Date:	
Chair of Governing Body:		Date:	