

Our mission is to **RECOGNISE** the original gifts of our young people, preparing them for **SERVICE** in the common good for the transformation of society and we aim for academic **EXCELLENCE** for all, for the sake of the dignity of the individual.

Together, through our words and actions, our work and play
We point towards Christ each and every day.



UNACCEPTABLE, VIOLENT AND ABUSIVE BEHAVIOUR POLICY

"I will be careful what I do." (Ps 39:1)

This policy has been approved and adopted by the Governing Body in January 2025 and will be reviewed in January 2026.

Signed by Chair of Governors: _____
Date:

A handwritten signature in blue ink, consisting of a stylized 'A' and 'G'.

Signed by Headteacher: Catherine Whatley
Date: 4/2/25

Conduct on School Premises and Catholic Social Teaching

Stewards of Creation

"Do unto others as you would have them do to you." Luke 6:31

Our responsibility to care for creation extends to each person within our community

We have a responsibility to model the behaviours we want for our children; treating each other with respect and kindness

Human Dignity

We each have an inherent and immeasurable worth and dignity; each individual is sacred.

All are equal: we think no less of somebody because they are different.

When we interact with another person we see both the reflection of God and a mirror of ourselves

Reconciliation and Peace

Peace can only come when we learn to treat each other as brothers and sisters.

Peace isn't simple an absence of conflict but Shalom: complete trust and fraternity between people.

Reconciliation is the healing process which brings peace: no-one is forever lost to the love of God and community.

Dignity in Work

We understand work as something intrinsically good, we are co-creators of God's world and work is part of our contribution.

The whole person is important; a balance of spiritual, academic, physical and social work is needed.

All have the right to complete their work safely and effectively

Statutory Policy – Health & Safety

Date	Reason & Changes Made	By
5/9/23	Policy Review Cycle	Catherine Whatley Headteacher
15/1/25	Policy Review Cycle Alignment with Local Authority guidance (Sept 18, v.2), HSE advice and Professional Union bodies.	Catherine Whatley Headteacher

This policy should be read alongside:

- HCC Corporate Violence and Aggression Procedure
- HCC Violence and Aggression Guidance
- [HSE How employers can protect workers from violence and aggression at work](#)

1. POLICY STATEMENT

The Governing Body of St John the Baptist Catholic Primary School encourages close links with parents and the community. It believes that pupils benefit when the relationship between home and school is a positive one.

The vast majority of parents, carers and others visiting our school are keen to work with us and are supportive of the school. However, on the rare occasions when a negative attitude towards the school is expressed, this can result in aggression, verbal and/or physical abuse towards members of school staff or the wider school community.

The Governing Body expects and requires its members of staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, all members of staff have the right to work without fear of violence and abuse, and the right, in an extreme case, of appropriate self-defence.

We expect parents and other visitors to behave in a reasonable way towards members of school staff. This policy outlines the steps that will be taken where behaviour is unacceptable.

The School will undertake to ensure compliance with the relevant legislation with regard to the requirements and responsibilities in relation to the management, prevention and reporting of aggressive and violent behaviour involving pupils, staff and visitors. It will ensure best practice and extend the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

2. THE LAW

As legislation is often amended and regulations introduced, the references made in this policy may be to legislation that has been superseded. For an up-to-date list of legislation applying to schools, please refer to the government website www.gov.uk and the Health and Safety Executive website www.hse.gov.uk.

- Health and Safety at Work Act 1974.
- Management of Health & Safety at Work Regulations 1999.

Statutory Policy – Health & Safety

- Reporting of Injuries, Diseases and Dangerous Occurrences. Regulations 2003 (RIDDOR).

3. DEFINITIONS

The Health and Safety Executive (HSE) defines work-related violence as:

“Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.”

It is important to remember that this can include:

- verbal abuse or threats, including face to face, online and via telephone
- physical attacks

This might include violence from members of the public, customers, clients, patients, service users and students towards a person at work.

For violence to be work-related, it must be in connection with the work activity. For example, the following situations would not be included in this definition:

- personal disputes between workers and other people, such as family members
- violence between people not at work, such as customers or service users”

At this school, we do not tolerate:

- Aggressive physical contact towards staff or children, which may or may not result in pain or injury.
- Other non-physical aggressive behaviour directed towards staff or children including;
 - Verbal abuse, in person or by phone
 - Intimidating behaviour causing fear or concern
 - Sexual or racial harassment
 - Cyberbullying. (E.g. aggression or threats using email, internet or text messaging services, social media).
- Violence to any property which may encompass a range of behaviour including;
 - Throwing a small item e.g. cup, pens, book
 - Destruction or ransacking of a building
 - Damage to personal or school property

Types of behaviour that are considered serious, unacceptable and will not be tolerated:

- Shouting at members of the school staff, either in person or over the telephone;
- Shouting and aggressive behaviour in front of pupils
- Physically intimidating a member of staff, e.g. standing very close to her/him;
- The use of aggressive hand gestures;
- Threatening behaviour;

Statutory Policy – Health & Safety

- Shaking or holding a fist towards another person;
- Swearing;
- Pushing;
- Hitting, e.g. slapping, punching and kicking;
- Spitting;
- Breaching the school's security procedures.

This is not an exhaustive list but seeks to provide illustrations of such behaviour. Unacceptable behaviour may result in the local authority and the police being informed of the incident.

4. **ASSESSING AND MANAGING THE RISKS**

THE Health and Safety at Work Act places a legal duty on employers to ensure, [so far as reasonably practicable](#), the health, safety, and welfare of workers. This includes protecting them from work-related violence.

The Headteacher will ensure that:

- Planning for the avoidance of violence is undertaken in consultation with staff.
- Where a potential violent situation is identified, a risk assessment (Annex J) is undertaken and kept up to date.
- In consultation with staff, actions are to taken to prevent or mitigate violent situations as identified by:
 - Instances when they have been or may be afraid.
 - As a result of previous or potentially violent situations or
 - In risk assessments.
- Staff are fully informed.
- Violent Incident Report forms (Annex A) are completed and dealt with in accordance with the Reporting Procedure (section 8).

The governors will:

- Monitor violent incident records termly
- Discuss potential patterns or new risks with the headteacher
- Take action to minimize risk as far as reasonably possible

5. **RECOGNISING POTENTIAL VIOLENCE**

- Recognising the potential for violence is often possible. At other times, it will be more difficult as may not be premeditated or have an obvious cause. The analysis of any previous Violent Incident Reports (Annex A) can identify useful indicators of potential triggers and patterns of violent incidents.
- Whenever there is the potential for a violent or aggressive incident, a risk assessment must be carried out and recorded as a legal requirement, and action taken to reduce the risk to a tolerable level that is as low as reasonably

practicable. The risk assessment must identify risks from all sources including staff, pupils, pupil's family and friends, and visitors or other parties that have the potential to become involved.

- Factors associated with violence include isolation, stress, frustration, fear and experiences of violence in a person's past, especially in childhood. Contributory factors include the effects of alcohol and certain drugs.
- Situations involving sanctions are potential triggers of a violent reaction. These can include a move to prevent injury or even a misinterpreted move to provide comfort.
- Some psychotic states are associated with violence, and some physical illnesses can sometimes cause a person to react violently.
- All threats must be treated seriously.
- If Physical Intervention is to be used, it should only be as part of an overall strategy and used only in accordance with the Physical Intervention Policy.

6. PREVENTION OF VIOLENCE

- Staff must feel secure in their work and this is to be facilitated by safe working practices, for example, by the proximity of a 'stand by' person, by pre-arranged interruptions, effective lone working systems or by the use of walkie talkies in classes with known disruptive pupils as well as by alarm systems in upper level classrooms. These should be identified as control measures in risk assessments. Response is to be tested on a periodic basis to ensure that it works effectively.
- Staff working alone, including making visits to pupils' homes, must follow school practices and procedures. They must never visit a pupil's home on their own.
- Objects with the potential to be used as weapons must not be left lying around. Staff must also be aware that the wearing of items such as neck chains, pendant earrings, body jewellery etc. may increase the possibility of personal injury. The school will provide lanyards for staff identification badges which have quick-release safety catches. Staff must be aware that choosing to use their own lanyard comes with risk.
- Preferably, staff should not be left alone without the ability of raising an alarm, but where this is unavoidable other equally effective methods of reducing the risks must be considered.
- All callers arriving at or telephoning the school must always be treated with courtesy, and waiting time must be kept to a minimum in order to reduce impatience or potentially violent situations.
- Staff should have an awareness and, where appropriate, be trained in the use of non-threatening postures and the value of maintaining physical distance

from an aggressive source. The de-escalation techniques, including tone of voice and body language, taught during Educational Psychologist or Primary Behaviour Service CPD are often transferable to situations with adults.

7. HANDLING AN AGGRESSIVE INCIDENT

The following points of practice may help to defuse a potentially violent situation. The list is not exhaustive and other actions may be necessary and equally appropriate.

Control of the Situation

- When violence is threatened, staff should attempt to keep control of the situation.
- Staff should communicate calmly with the violent person throughout the incident. They should use non-threatening verbal and body language to show that they are not acting out of anger, frustration or a desire to punish.
- Attempts should be made to discuss with the violent person his or her frustrations and problems.
- Assistance from other staff may be summoned. Any other pupils or adults in the vicinity who are at risk must be encouraged to move somewhere safe.

Safety of People

- Physical safety of people is more important than the security of buildings or cash. There will be occasions when staff will need to retreat and help others to retreat to a safe distance, but only when this does not increase the risk of injury to any other person. Such decisions are not easy and are to be based on the balance of risks to all parties involved.
- In the case of pupils they should not leave the pupil alone. They should also ensure that a pupil does not feel trapped. That can involve offering the pupil alternatives such as:
 - Coming with the staff member to a quiet room away from bystanders so that the staff member can hear the pupil's concerns,
 - Sitting down and having a drink of water,
 - Being joined by a particular member of staff well known to the pupil
 - Being joined by a friend or family member.

Physical Intervention

One of the difficulties with which staff have to come to terms, is the decision whether or not to use physical intervention. Very occasionally, and as a last resort, physical intervention may be necessary although many people may feel uncomfortable about intervening in this way. If all else fails, physical intervention may help to control a violent or dangerous situation but it must be employed with minimum force and in accordance with any training received and in strict adherence to the Physical Intervention Policy.

Physical Intervention is recorded in accordance to the Physical Intervention Policy:

- Using the PI form on CPOMS

Statutory Policy – Health & Safety

- Reviewed by the Headteacher on CPOMS
- Reviewed by the SENCO and used to update IBMP
- Parents are informed by the Key Stage Lead/SENCO
- Forms are monitored by a governor and trends are reported termly to governing body.

Members of the Public

Unless unavoidable, members of the public should not be involved in controlling an incident. Colleagues can immediately be requested to help, as appropriate, and police may then be summoned if circumstances dictate their presence.

Support

If a member of staff is assaulted or is threatened with assault, the following action will be taken:

- The employee will be allowed to access a private area for as long as necessary following the incident.
- The employee's line manager and the head teacher should be informed of the incident as soon as possible. The head teacher must inform the governing body of the incident.
- The incident will be recorded, as soon as possible after the incident, in line with the procedures set out in this policy.
- Where required, medical treatment will be sought for the employee. The school's designated first aider will be asked to provide assistance, and further medical treatment assessment sought as necessary (e.g. at hospital or from their GP).
- In the case of physical injuries, photos should be taken if possible and only with permission of the injured member of staff.
- The employee should also be encouraged to seek an appointment from the school's occupational health provider. Occupational health assistance should be sought following both physical and verbal assaults, as there may be stress and anxiety arising from an incident.
- Counselling must be offered. (HCC counselling/support for employees at: [Employee Support Line](#).)
- The head teacher (or an appointed governor) is responsible for ensuring written statements are taken from the employee, any witnesses, and the assailant (where applicable) as soon as possible following the incident.
- The head teacher will investigate the incident or will delegate this responsibility to a member of the SLT. A report will be produced following the investigation and agreed with the employee. If the assault is being reported to the police, they will also receive a copy of the report.
- Following the incident, the risk assessment will be reviewed by the head teacher, in conjunction with the governing body. In cases where the assault was carried out by a pupil, an individual pupil risk assessment will be undertaken. Reference will need to be made to other policies including those addressing pupil behaviour, school security and safeguarding.

Reporting.

Statutory Policy – Health & Safety

- Any implement used in an attack must be retained, provided this can be done without causing further difficulty or risk of added injury.
- A review of all the aspects of a violent incident, including a decision on any action to be taken against the aggressor or any plans for working with the aggressive party, must be decided upon and an action plan must be devised, implemented and locally recorded as appropriate.
- The question of police involvement and prosecution must be given early consideration by the Headteacher, taking advice from HCC Children's Services as required.
- Violent incidents must be reported and recorded at the earliest opportunity (section 8).

8. REPORTING PROCEDURE

If a parent/carer behaves in an unacceptable way towards a member of the school community:

- As soon as practicable, staff must report the incident to the Headteacher who will advise on the appropriate action. Staff may, where appropriate, wish to be accompanied by a friend or representative.
- The Headteacher, or appropriate senior member of staff will seek to resolve the situation through discussion and mediation.
- If necessary, the school's complaints procedures should be followed.
- Where all procedures have been exhausted, and aggression or intimidation continue, or where there is an extreme act of violence, a parent or carer may be banned by the Headteacher from the school premises for a period of time, subject to review.
- In imposing a ban the following steps will be taken:
 1. The parent/carer will be informed, in writing, that she/he is banned from the premises, subject to review, and what will happen if the ban is breached, e.g. that police involvement, or an injunction application may follow.
 2. Where an assault has led to a ban, a statement indicating that the matter has been reported to the local authority and the police will be included.
 3. The Chair of Governors/Local Authority will be informed of the ban.
 4. Where appropriate, arrangements for pupils being delivered to, and collected from the school gate will be clarified.
- All Violent Incidents are reported using Violent Incident Report (VIR) Form (Annex A).
 - Reporting of all violent incidents ensures that staff are aware of such incidents and that appropriate action has been taken to support those involved and reduce the risk of a similar incident occurring in the future.
 - Records of all violent incidents are required to meet all legislative requirements and to enable the monitoring of trends, whilst assisting in determining policy direction and ensuring the effective targeting of training resources.

Statutory Policy – Health & Safety

- Staff should be aware that teams and units submitting VIRs are not viewed as problem areas or as poorly managed, but rather as taking the appropriate and responsible approach which is to be strongly encouraged. Staff should always be strongly encouraged to complete the VIR form and under no circumstances should they be discouraged from completing a VIR form following a violent incident
 - The Headteacher and member(s) of staff, together, will complete the VIR form as soon as practically possible following the incident. This is in addition to the completion of any other related documentation including reporting in accordance with the Incident and Investigation policy.
- VIR forms are to be actioned/forwarded in accordance with the 'Routing Instructions' on the VIR form itself which are as follows:
- Challenging Behaviour Risk Assessments (pupils only) should be reviewed and new procedures implemented within 5 working days
 - Original VIR Form will be stored securely by the Headteacher with other VIR records, not with personnel files.
 - A member of the governing body will monitor the VIR forms termly.

9. ADDITIONAL SUPPORT & ADVICE

Staff suffering from shock or injury as a result of a violent incident must seek medical advice and are to be encouraged to contact the [Employee Support Line](#) for counselling. Appropriate assistance is to be provided to a member of staff after an assault, for example by home visiting, escorting to the doctor or awaiting a doctor's visit, and to ensure appropriate sensitivity when informing relatives or friends (as discussed or agreed) etc.

The Headteacher, acting on behalf of, and with the consent of the member(s) of staff, may decide to inform the police of any incident or assault which occurs whilst carrying out official duties. Under certain circumstances staff may not wish the police to be informed and although that wish will be taken into account, the school has a responsibility to protect staff and, in the event of a serious offence, the police may have to be informed. The Headteacher will seek appropriate specialist advice from Children's Services Health and Safety Team and the legal section as dictated by the circumstances at the time of the incident.

If the police decide not to prosecute, the individual has a right to proceed with a private action.

Staff have the right to report the matter personally to the police and should inform the Headteacher if they decide to do so.

If staff wish to pursue a claim through the Criminal Injuries Compensation Authority, (CICA), they must apply in accordance with guidance at [Criminal Injuries Compensation Authority](#).

The [Employee Support Line](#) is available to all staff who are victims of a violent incident. It was originally set up to support staff who had been involved in incidents of

violence or abuse and offers confidential support, advice and counselling to all staff within Hampshire County Council.

10. **TRAINING**

- All staff who may have contact with members of the public, either face-to-face or by telephone, must be made aware of this policy as part of their local induction/in-service training and in particular 'Prevention of Violence' (section 6).
- If a Risk Assessment identifies control measures that require staff training, the Headteacher is to investigate with HCC Children's Services the provision of suitable training courses.
- The School Business Manager will maintain a record of all instruction and training given to members of staff.

**ANNEX A
VIOLENT INCIDENT REPORT FORM**

**St John the Baptist Catholic Primary School
Violent Incident Report Form**

To be used for reporting aggressive incidents/behaviour towards employees from any source (not child on child) and to be fully completed in accordance with the instructions on this form

School / Workplace	St John the Baptist Catholic Primary School
District	
Local Serial No. (optional)	

Type of incident	Tick boxes which most accurately reflect incident
Aggressive physical contact with injury	<input type="checkbox"/>
Aggressive physical contact without injury	<input type="checkbox"/>
Non-physical aggressive behaviour towards a person (e.g. verbal abuse)	<input type="checkbox"/>
Violence towards staff	<input type="checkbox"/>
Violence towards property	<input type="checkbox"/>
Damage to personal property	<input type="checkbox"/>
Damage to business or council property	<input type="checkbox"/>
Sexual harassment	<input type="checkbox"/>
Racial harassment	<input type="checkbox"/>
Cyberbullying	<input type="checkbox"/>
Other	<input type="checkbox"/>

Does this report relate to a weapon brought on site (e.g. knife)?	<input type="checkbox"/>
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Date of incident		Time of incident	
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Details of incident	Insert description of incident

Actions taken	Tick the boxes which identify the actions taken
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Statutory Policy – Health & Safety

Police summoned or involved	<input type="checkbox"/>
RW Safety Solutions contacted	<input type="checkbox"/>
Positive handling techniques used	<input type="checkbox"/>
Ground/floor responses involved	<input type="checkbox"/>
First aid provided	<input type="checkbox"/>
Debrief/support offered to young person and staff	<input type="checkbox"/>
F2508 Form completed	<input type="checkbox"/>
Risk assessment undertaken or reviewed	<input type="checkbox"/>
Individual support plan devised or revised	<input type="checkbox"/>
Follow-up/restorative meeting	<input type="checkbox"/>
Hospital visit or stay	<input type="checkbox"/>
HSE contacted	<input type="checkbox"/>
Exclusion from school	<input type="checkbox"/>

Name/title of involved employee	
Occupation/work of employee	

Name of aggressor	
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Name of Headteacher/unit manager	
Headteacher/unit manager signature	
Date of report/signature	

Additional comments	Insert any additional useful information

Completion instructions	Ensure following carried out before submitting form:
Form to be fully completed and signed prior to submission– it is <u>not</u> an on-line form A local form serial number may be inserted in the appropriate box for your own reference only	

ADDITIONAL GUIDANCE NOTES FOR COMPLETION

When to complete

Form to be completed under following circumstances:

- Whenever aggressive behaviour or violence is targeted towards an employee
- If an employee wants a non-physical incident recording (e.g. verbal abuse)
- If headteacher/manager considers there a need to report an aggressive incident
- For recording aggressive behaviour towards voluntary helpers, staff or visitors

When not to complete

Form not to be completed under following circumstances:

- Aggressive behaviour or violent incidents towards a child by another child
- Aggressive behaviour towards a child by an adult

When completed

When completed, the form should be:

- Copied and kept securely with other VIR record copies – not on a personal file
- Used with other records to analyse/trend incidents and responses
- Used as evidence when completing a challenging behaviour risk assessment or identifying appropriate control measures (e.g. physical intervention training)

Other information

Please consider the following when completing the form:

- In addition to the immediate support provided at the workplace, the employee should be reminded of the Council's free and confidential Employee Support Line (ESL) 02380 626606 (or other counselling service as provided by the school). Headteachers and responsible managers will need to monitor the well-being of the employee as incidents can have delayed effects
- This VIR Form is effectively a separate accident/incident report form for the reporting of aggressive behaviour and violence towards employees. There is no benefit in reporting an incident twice so if this VIR Form is being used, the incident does not also have to be recorded/reported in the staff accident book
- Physical violence incidents resulting in a serious injury or causing the employee to be off work for more than 3 days are legally reportable to the Health & Safety Executive (HSE) using the F2508 Report Form
- Involvement of the police will normally be for the employee to decide but headteachers or managers have an over-riding right to summon the police

Data Protection Act 1998

Personal data will only be used to record the incident and for no other purpose. Data will not be passed to any other organisation unless there is a legislative requirement to do so

Annex B

Warning letter, from the head teacher: to parent/carer with child/ren at the school

Recorded delivery

Dear

I have received a report about your conduct at the school on (enter date and time).

(Add factual summary of the incident and of its effect on staff, pupils, and other parents.)

I must inform you that the governing body will not tolerate conduct of this nature on its premises and will act to protect its staff and pupils. Therefore if, in the future, I receive any reports of conduct of this nature I will be forced to consider removing your licence to enter the school grounds and buildings.

If you do not comply with that instruction I will be able to arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

Nevertheless, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report which I have received about your conduct. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct.

To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by (state date ten working days from the date of letter).

Yours sincerely, Headteacher

Annex C

Banning Letter, from the governing body: to parent/carer with child/ren at the school

Recorded delivery

Dear

I have received a report from the head teacher at (insert name) School about your conduct on (enter date and time).

(Add factual summary of the incident and of its effect on staff, pupils, and other parents.)

I must inform you that the governing body (delete as appropriate) will not tolerate conduct of this nature on its premises and will act to protect its staff and pupils.

On the advice of the head teacher I am therefore instructing that until (Add date) you are not to reappear on the premises of the school. If you do not comply with this instruction I may arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

In the case of a primary school include: For the duration of this decision you may bring your son(s)/daughter(s) (complete as appropriate) to school and collect them/him/her (delete as appropriate) at the end of the school day, but you must not go beyond the school gate.

In the case of infant children, also insert Arrangements have been made for your (delete as appropriate) son(s)/daughter(s) (insert child/rens names) to be collected, and returned to you, at the school gate by a member of the school's staff.

The withdrawal of permission for you to enter the school premises takes effect straightaway. However, I still need to decide whether it is appropriate to confirm this decision. Before I do so, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report which I have received from the head teacher.

These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct. To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by (state date ten working days from the date of letter).

If on receipt of your comments I consider that my decision should be confirmed, or extended, you will be supplied with details of how to pursue a review of the circumstances of your case. In any event, the decision to withdraw your licence to enter the school premises will be reviewed by (Complete as appropriate). That review will take account of any representations that you may have made and of your subsequent conduct.

Statutory Policy – Health & Safety

Yours sincerely, Chair of governing body

Annex D

Banning Letter, from the governing body: to member of the Public

Recorded delivery

Dear

I have received a report from the head teacher at (insert name) school about your conduct on (enter date and time).

(Add factual summary of the incident and of its effect on staff, pupils, and other parents.)

I must inform you that the authority/ governing body (delete as appropriate) will not tolerate conduct of this nature on its premises and will act to protect its staff and pupils. On the advice of the head teacher I am therefore instructing that you are not to reappear on the premises of the school.

If you do not comply with this instruction I may arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted, you are liable to a fine of up to £500.

Yours sincerely, Chair of governing body

Annex E

Letter updating a banning letter, from the governing body, confirming ban: to parent/carer with child/ren at the school

Recorded delivery

Dear

On (give date) I wrote to you informing you that on the advice of the head teacher, I had withdrawn permission for you to come onto the premises of (insert name) School until..... (Insert date).

To enable the local authority/governing body (delete as appropriate) to determine whether to confirm this decision, or to impose it for a longer period, I gave you the opportunity to give your written comments on the incident concerned by (give date). I have not received a written response from you / I have now received a letter from you dated (Insert the date), the contents of which I have noted. (Delete either sentence as appropriate).

In the circumstances, and after further consideration of the head teacher's report, I have determined that the decision to withdraw permission for you to come onto school premises should be confirmed/extended. (Delete as appropriate) I am therefore instructing that until (Insert date) you are not to come onto the premises of the school without the prior knowledge and approval of the head teacher.

If you do not comply with this instruction I may arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted, you are liable to a fine of up to £500. Notwithstanding this decision the head teacher and staff at (insert name) school remain committed to the education of your child/children (delete as appropriate), who must continue to attend school as normal insert in the case of a primary school: under the arrangements set out in my previous letter.

The governing body will take steps to review the continuance of this decision by (give date). When deciding whether it is necessary to extend the withdrawal of permission to come onto the school's premises, the authority/ governing body (delete as appropriate) will take into account the extent of your compliance with the decision, any appropriate expressions of regret and assurances of future good conduct received from yourself and any evidence of your co-operation with the school in other respects. (Include where the incident has arisen within the context of a parental complaint against the school :)

Finally I would advise you that I have asked the head teacher to ensure that your complaint (give brief details) is considered under the appropriate school procedure. You will be contacted about this by the school in due course. If you wish to pursue the matter further, you have a right to a review of the circumstances of this case by the school's governing body.

Yours sincerely, Chair of governing body

Annex F

Letter updating a banning letter, from the governing body, withdrawing ban: to parent/carer with child/ren at the school

Recorded delivery

Dear

On (Insert date) I wrote to you informing you that, on the advice of the head teacher, I had temporarily withdrawn permission for you to come onto the premises of (insert name) School. To enable me to determine whether to confirm this decision for a longer period, I gave you the opportunity to let me have your written comments on this incident by (Insert date) I have not received a written response from you / I have now received a letter from you dated (Insert date), the contents of which I have noted. (Delete either sentence as appropriate)

In the circumstances, and after consulting with the head teacher, I have decided that it is not necessary to confirm the decision, and I am therefore restoring to you the permission to come onto the school premises, with immediate effect. Nevertheless I remain very concerned at the incident which occurred on (Insert date), and I must warn you that if there is any repetition of your behaviour on that occasion, I shall not hesitate to withdraw permission for you to come onto the premises.

Yours sincerely, Chair of governing body

Annex G

Letter, from the governing body, following formal review of a banning letter, extending ban: to parent/carer with child/ren at the school

Recorded delivery

Dear

I wrote to you on (Insert date) withdrawing permission for you to come onto the premises of (insert name) School until (Insert date). In that letter I also advised you that I would take steps to review this decision by (Insert date). I have now completed the review.

However, after consultation with the head teacher, I have determined that it is not yet appropriate for me to withdraw my decision. (Give a brief summary of reasons) I therefore advise that the instruction that you are not to come onto the premises of (insert name) school without the prior knowledge and approval of the head teacher remains in place until (Insert date).

I shall undertake a further review of this decision on (Insert date). (Insert if the letter is from the governing body)

If you are dissatisfied with this decision, you have a right to request a review of the decision by the governing body.

Yours sincerely, Chair of governing body

Annex H

Letter, from the governing body, following formal review of a banning letter, ending ban: to parent/carer with child/ren at the school

Recorded delivery

Dear

I wrote to you on (Insert date) informing you that I had withdrawn permission for you to come onto the premises of (insert name) School until (Insert date).

In that letter I also advised you that I would take steps to review this decision by (Insert date). I have now completed the review. After consultation with the head teacher, I have decided that it is now appropriate to change that decision and I am therefore restoring to you the permission to come onto the school premises, with immediate effect.

I trust that you can now be relied upon to act in full co-operation with the school and that there will be no further difficulties of the kind which made it necessary for me to prevent you entering the premises. I should point out that if there is any repetition of your behaviour, I shall not hesitate to withdraw permission for you to come onto the premises once more.

Yours sincerely, Chair of governing body

Annex I

Legal remedies, for violence or abuse against members of a school Community

Health and Safety at Work Act (1974)

The basis of British health and safety law is the HASAWA, and the regulator in schools is the Health and Safety Executive (HSE). The HASAWA sets out the general duties employers must follow to ensure the health and safety of their employees and others on school and college premises.

The law requires employers to take a common sense and proportionate approach to identify, assess and keep under review health and safety related risks and take steps to reduce or eliminate those risks. This includes security risks where there is a threat of attack on staff and students from within or outside the school or college.

Management of Health and Safety at Work Regulations (1999)

The MHSWR set out what employers are required to do to manage health and safety on a day to day basis. This includes a requirement for employers to appoint one or more competent persons to oversee workplace health and safety and to support compliance with the regulations. The HSE has also published [Employer's responsibilities: Workers' health and safety](#) and [Education: health and safety in schools, further and higher education](#) on managing risks in the education sector.

Controlling access to school premises (2018 DFE)

<https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises>

Schools are private property. People do not have an automatic right to enter. Parents have an 'implied licence' to come on to school premises at certain times, for instance:

- for appointments
- to attend a school event
- to drop off or pick up younger children

Barring individuals from school premises

Trespassing is a civil offence. This means that schools can ask someone to leave and take civil action in the courts if someone trespasses regularly. The school may want to write to regular trespassers to tell them that they are potentially committing an offence.

Schools can bar someone from the premises if they feel that their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It's enough for a member of staff or a pupil to feel threatened.

The school should tell an individual that they've been barred or they intend to bar them, in writing. Letters should usually be signed by the headteacher, though in some cases the local authority, academy trust or proprietor may wish to write instead. The individual must be allowed to present their side. A school can either:

- bar them temporarily, until the individual has had the opportunity to formally present their side
- tell them they intend to bar them and invite them to present their side by a set deadline

After the individual's side has been heard, the school can decide whether to continue with barring them. The decision should be reviewed within a reasonable time, decided by the school.

The Department for Education (DfE) does not get involved in individual cases.

Statutory Policy – Health & Safety

Removing individuals from school premises

Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on school premises without legal permission to cause or permit a nuisance or disturbance. Trespassing itself does not constitute a criminal offence.

To have committed a criminal offence, an abusive individual must have been barred from the premises or have exceeded their 'implied licence', then also have caused a nuisance or disturbance.

If a school has reasonable grounds to suspect that someone has committed an offence, then they can be removed from the school by a police officer or a person authorised by the appropriate authority such as the:

- governing board
- local authority
- proprietor of that school

The Department for Education's school security website.

<https://www.gov.uk/government/publications/school-and-college-security>

Violence in the workplace and personal security

HSE provides numerous pieces of guidance about handling work-related violence including setting up policies, how it should be managed and providing support after a major incident:

- Policies and procedures
- Work-related violence
- Risk assessment for work-related violence
- Reporting and recording violent incidents
- Violence - quick guide to control measures
- Violence - partnership working
- Providing support after an incident

The Department for Education's publication Health & Safety: advice on legal duties and powers for local authorities, head teachers, staff and governing bodies.

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

ANNEX J



Department
for Education

Risk Assessment Template

Facility / Activity	Identify the hazards	Who/what may be harmed	Risk			Existing control measures	Recommendations/ further action required
			Likelihood	Severity of harm	Overall risk		

