

## **Violence and Aggression Policy**

<p><b>Primary person responsible for updates to this policy:</b> James Kidd <b>Job title:</b> Vice Principal (Pastoral) <b>Last review date:</b> June 2021 <b>Next review date:</b> June 2022</p>
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**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children. The term “staff” includes college employees, parents, Governors, volunteers and workers employed by contractors. ‘Parents’ refers to parents, guardians and carers.

## **Definition**

Any incident in which a member of staff or student is abused, threatened or assaulted by another person.

This includes:

- severe verbal abuse whether written or oral
- threat where this is judged likely to turn into actual violence
- serious or persistent harassment (including racial or sexual harassment)
- threat with a weapon
- major or minor injuries
- fatalities
- actual physical attack

## **The Policy**

The College recognises that abusive, threatening or violent incidents at work present a risk to the health and safety of staff and students and the obligations of the organisation to minimise the risk.

Violence is not considered to be an acceptable part of any job, nor is it part of the duties of any employee to accept violent or abusive behaviour. We recognise the potentially damaging effects of these on individuals, their work performance and the college as a whole, and are committed to combating it.

The aims of this policy are:

- to reduce the risks to staff and students from violence and abuse;
- to fulfil legal and other obligations by ensuring the safety of staff and students;
- to protect staff and students from all forms of violence whenever possible, and to provide after-care should staff or students be subjected to violence;
- to ensure that everyone in the organisation is aware of and fulfils their responsibility for safety from violence at work.
- to ensure that all staff conform to regulations regarding student restraint and searching for potential weapons.

At all times the safety of staff and students takes priority over the protection of property.

The college is committed to ensuring that the following measures take place:

- an audit to identify risks, hazards, problems or other issues and the implementation of change as necessary.
- monitoring incidents of violence to staff and students.
- communication of the policy to ensure that everyone is aware of it and their responsibility with respect to it.
- allocation of specific roles and responsibilities in support of the policy.
- sanctions to be taken in the event of violent behaviour by a staff member or student of the college.
- after-care procedures to be made available.
- evaluation and review of the policy and procedures at agreed intervals and the continued development of best practice in the light of experience.

Each member of staff has an obligation to undertake the following:

- the requirement to operate all the procedures as laid down.
- reporting of incidents of violence and abuse.
- reporting of hazards, risks or problems that individuals identify or become aware of in the course of their work.

## **Procedures**

### **Working Patterns & Practices Visitors**

- All visitors to the site must report to reception.
- Staff to alert reception if they are expecting a visitor.
- All visitors are given an identity badge at reception when they sign in.
- Visitors to the site not wearing a badge should be escorted directly to reception.
- Contractors who arrive on site before the reception office is open must report to the Facilities Manager and will be issued with a badge when they sign in. Contact details for the Facilities Manager will be provided to all contractors.
- When dealing with possible trespassers staff should seek assistance before tackling the problem.
- Any concerns to be reported immediately to Reception.

### **Staff**

- Reception duties are undertaken from behind the reception desk. There is a lock on the door and a card entry system.
- Parental/other interviews outside teaching hours take place in an office on the mezzanine. Another member of staff is informed that the interview is taking place and remains on site until the meeting has finished. Parental interviews in college hours may take place in other suitable offices around the college.
- Staff wishing to come on site out of hours or in the holidays need to inform the Facilities Manager or support officer and arrange a start and finish time.
- There are written procedures controlling access of students and visitors to laboratories and workshops (and other practical areas).
- Staff should be mindful of items which could be used as weapons. As far as possible such items should be held in a secure area.

### **Security Equipment**

- Mobile telephones are available from the back office (the office manager is in charge) and must be used for trips
- 5 walkie-talkie radios are kept in the main office for use by staff. In addition, some members of the leadership team each have a walkie-talkie, the facilities manager, Support Officer and main reception
- The personal safety of the site team is paramount. It is recognised that site team staff are often alone on the site and are therefore very vulnerable.

**To ensure personal safety the following procedures are applied: -**

- In the event of a site team member discovering an intruder or trespasser on the college site, main reception and security must be called immediately.
- The site team member should not intervene before the arrival of the security.
- Support officers must carry the Blackstone mobile phones when undertaking security patrols. The mobile phone must be switched on throughout the patrol.
- All incidents of trespass, intruders or vandalism, must be reported to the Principal and Facilities Manager, and recorded in an "Incident Book".
- Incidents will be reviewed termly by the Health and Safety Committee meeting.
- The personal safety of the support officer is paramount. It is recognised that support officers are often alone on the site and are therefore very vulnerable.

**Training**

- Policy and procedures to be disseminated to staff.
- Managing abuse, threats and violence will form part of the induction programme for new staff.

**Reporting, Monitoring & Evaluation**

- Incidents of violence should be reported on the Violence Incident form available on the Alpha Plus Portal, [here](#).
- The Principal is responsible for monitoring the incidents and will co-ordinate any aftercare required.

All incidents will be referred to the Executive Leadership Team and the Health and Safety Committee.

**Parent/guardian/external body to staff**

In cases of aggression or violence displayed by a parent/guardian/external body to a staff member, the following steps should be taken:

*If the staff member is threatened or risks physical harm:*

1. Call security to assist
2. Ask for a member of ELT to be informed.
3. Call the police on 999
4. The parent/guardian/external body should be asked to leave the college premises.
5. The affected staff member should be supported by a senior member of staff.
6. An assessment should be made by the senior staff member of the necessary further steps, including, but not limited to:
  - a. Taking a statement from the staff member.
  - b. Asking for CCTV footage.
  - c. Offering the Health Assured Employee Assistance Programme to the staff member
  - d. Contacting the family of the staff member to make them aware of the situation.
7. Assistance with police investigation.

*In cases of aggression and perceived threat:*

1. Ask for assistance from a member of ELT or senior member of staff
2. Taking a statement from the staff member.
3. Offering the Health Assured Employee Assistance Programme to the staff member
4. ELT member to take ownership of the next steps, including assessment of support of the staff member and communication with the parent/guardian/external body

### **Where to look for guidance**

The following documents (all available on the Alpha Plus portal) provide some guidance in the event of violence and/or aggression between:

- (i) Staff to parent/guardian/external body
- (ii) Staff to staff
- (iii) Student to staff
- (iv) Staff to student

**DLD Anti-Bullying Policy ([link](#)) and the Report Form ([link](#))**

**DLD Safeguarding Policy ([link](#))**

**DLD Physical Restraint Policy ([link](#))**

**DLD Staff Conduct Policy ([link](#))**

**Alpha Plus Code of Ethical and Professional Conduct ([link](#))**

**Alpha Plus Disciplinary Procedure ([link](#))**

**Alpha Plus Violence at Work procedure ([link](#))**

**Alpha Plus Work-Related Stress procedure ([link](#))**

**Health Assured Employee Assistance Programme Service ([link](#))**

### **COVID-19 response**

If members of staff are facing a situation where violence or aggression is occurring or is likely, then a dynamic risk assessment should be employed. There is guidance available from the following sources:

- for those who may be first responders, as published by the government [here](#).
- Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak - actions for educational providers and other partners [here](#)
- Supporting children and young people with SEND as schools and colleges [here](#)
- Safe working in education, childcare and children's social care [here](#)
- Health and Safety Executive guidance on work-related violence [here](#)