



**Aston Community  
Education Trust**

# ACET Violence to Staff Policy

**DATE: September 2024**

**POLICY LEAD: Estates**

**APPROVED BY: FAPR Committee**



Excellence



Equity



Empowerment



Esteem

DOCUMENT CONTROL		POLICY LEVEL - TRUST	
APPROVED BY	C&S Committee	APPROVED DATE	30.09.2024
BUSINESS LEAD	Estates	AUTHOR	S. Cooper
NEXT REVIEW DATE	September 2025	FREQUENCY	Annually
VERSION NUMBER	DATE ISSUED	UPDATED INFORMATION	
V1	January 2023 – Principals for review March 2023 - LGBs	New policy	
V2	May 2024	Added Appendix 1	
V3	Sept 2024	Updated restraints reporting to include CPOMS	

## Statement of Intent

Aston Community Education Trust (ACET) prioritise the safety of all those working within our academies and believe that all staff and visitors are entitled to carry out their work without threat or fear of verbal abuse, physical violence or any displays of aggression from any of our pupils and students.

## Aims

We aim to ensure that all instances of violence by pupils/students be taken seriously and dealt with fairly and any affected staff will be responded to sensitively and provided with the appropriate support.

## Legal Framework

Our Academy aims to ensure that it promotes the safety and wellbeing of our staff and visitors in line with 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 school premises'
- DfE (2019) 'School and college security'

This policy operates in conjunction with the following school policies:

- Behaviour and Rewards Policy
- Staff Wellbeing Policy
- First Aid Policy
- Parent/ Carer / Visitor Code of Conduct Policy
- Exclusion's policy

## Definition of violence

Violence towards staff is defined 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. (HSE)

## Roles and responsibilities

Trust and Governing Body

- Understand and follow their duty of care towards school staff and pupils and ensure the school is a place where both staff are safe from violence or aggression.
- Oversee the implementation of this policy and monitor its effectiveness.

CEO

- Ensure all staff are informed, through the principal, 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 principal.
- Ensure adequate training is provided for staff, e.g., on the use of reasonable force and de-escalation strategies.

#### Principal

- Undertake a work-related violence risk assessment, in liaison with the SLT/ safeguarding officers.
- Communicate the contents of any work-related violence risk assessments to all relevant 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.

#### Principal, safeguarding officers and SLT

- Treat any reports of work-related violence, threats or abuse seriously and respond to them promptly.
- Record details of any incidents and ensure they are submitted to the Estates Manager within the appropriate timeframe.
- Establish an environment where staff members are encouraged to support each other and look out for each other.

#### All members of staff

- 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 principal, SLT or a member of the schools safeguarding team.
- Undertake any relevant training as directed by the principal or CEO.
- 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.

## Preventing work-related violence

Where there is a risk of violence and aggression, or challenging behaviour, the principal /or their deputy 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 SLT. All staff who work in close contact with children will receive awareness training on work-related violence and aggression

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- Undertake any relevant training as directed by the principal or CEO.
- 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.

## Procedures for dealing with an incident

If an act of aggression or violence occurs, the following steps may be taken:

- 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, remaining calm and Non-confrontational.
- Where available, a member of the SLT will respond and attempt to de-escalate the situation.
- Parents and the emergency services will be contacted where necessary • Medical assistance will be provided
- The incident will be recorded; ([Appendix 1](#)) as soon as possible and within 24 hours, and an investigation will follow to decide on the course of action to take.
- Violence toward staff forms will be submitted in the first instance to the ACET Estates Manager who will cascade the information to ACET HR colleagues and the CEO
- Support and guidance will be provided to members of staff following any violence to staff incidents
- Any pupils who were also affected by an incident of violence, including witnesses will be spoken to by an appropriate member of staff to identify where support may be required to help them deal with the experience

## Restraint

Incidents requiring the use of reasonable force should be recorded on CPOMs / MyConcern.

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 principal as soon as possible to understand their experience and how they may be affected
- **Recovery** – 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.

## Record keeping and reporting incidents

Incidents requiring the use of reasonable force should be recorded on CPOMs / MyConcern.

All staff will be made aware of the importance of reporting all incidences of work-related violence, including threats and verbal abuse, to their line manager or the principal. Incidents will be recorded in a work-related violence to staff form. The 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 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.

## Monitoring and review

This policy will be reviewed annually or sooner if deemed necessary, e.g., following concerns about the effectiveness of the school's procedures or a rise in work-related violence incidences.

# ACET Violence to Staff Report

**ALL SECTIONS OF THE FORM MUST BE COMPLETED.  
FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED**

**CHOOSE AN ACADEMY SITE**

ASTON ACADEMY	SWINTON ACADEMY	SHIREBROOK ACADEMY
AUGHTON JUNIOR	BROOKFIELD JUNIOR	LANGWITH BASSETT JNR
LISTERDALE JUNIOR	LOWEDGES JUNIOR	SPRINGWOOD JUNIOR
TEMPLE NORMANTON JNR	THURCROFT JUNIOR	WAVERLEY JUNIOR

1. Injured Person					
Title (please circle)	MR	MRS	MISS	MASTER	Other: <i>specify below</i>
Surname:					
Forename(s)					
Date of Birth				Sex:	M   F
Home Address:			Post Code:		
Teacher		Non Teaching			
Job Title:			Payroll Number:		

<b>2. Details of Incident</b>		Date:		Time:	
Address of incident if different from above chosen site :					
<b>Incident Type:</b> <small>(mark all that apply)</small>					
Physical assault	Verbal abuse	Threatening gestures	Racial abuse		
Sexual abuse/harassment	Damage to personal/other property	Struck by Missile			
Description of how and where the incident took place (Note any equipment involved which could be a contributory factor). - <i>Please continue on a separate sheet if necessary.</i>					

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Injuries sustained (if any):			
Action taken (First Aid, Hospital, etc):			
Name and status of any witness:			
Injured Persons Manager (or his/her representative):		Date:	

**3. RIDDOR** Has this incident resulted in any of the following:

*(please mark as appropriate)*

- Employee absence for more than 7 days,
- Employee fatality or “Major Injury”,
- Non employee fatality or taken directly to hospital from the site of accident
- None of the above (No need to contact)


If yes to any of the above notify the Emergency & Safety section immediately on 01709 823720

4. Details of Assailant(s) – (If known)									
Name		Name							
Address		Address							
Age		Age							
Sex		Sex							
Category <small>(please tick as appropriate)</small>									
Pupil	<input type="checkbox"/>	Parent	<input type="checkbox"/>						
Other	<input type="checkbox"/>	Pupil	<input type="checkbox"/>						
	<input type="checkbox"/>	Parent	<input type="checkbox"/>						
	<input type="checkbox"/>	Other	<input type="checkbox"/>						

5. Details of Witness(es)			
Name		Name	
Address		Address	
Age		Age	
Sex		Sex	



**Category** (please tick as appropriate)

Pupil		Parent		Other		Pupil		Parent		Other	
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Have you investigated this incident? (Yes/No)		Have the Police been informed? (Yes/No)	
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**6. Management Action** – Attempt to identify any factors which may have contributed to the incident and any action needed to prevent a repetition.

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Could the assailant pose a risk to other council employees (Yes/No)

Please attach risk assessments for this work activity.

Date the risk assessment was last reviewed?

If no risk assessment is in place give reasons why not?

--

Manager's Name (please print):

Manager's Signature: Date:

Managers Contact Number:

Managers e-mail address:

E-mail this form immediately to:- [accidents@astoncetrust.org](mailto:accidents@astoncetrust.org)