

Staple Hill Primary School - Staff Safety Policy

Date Approved by Governing Body: 15th October 2018

Rationale

All staff have the right to a safe working environment free from physical or verbal abuse. This will allow staff to do their jobs to the best of their abilities without the threat of mental or physical harm.

Purposes

The purpose of this policy is to set out the acceptable standards of behaviour and the appropriate action that must be taken if there is a real or perceived threat to the safety of any member of staff.

Guidelines

Staple Hill Primary is a school in which everyone is accorded the respect due to them as a member of the school community.

Adult conversations should be conducted by both parties:

- with politeness
- with calmness
- without aggression in voice or action

In the event of a member of staff being or feeling threatened they should:

1. take reasonable steps to get support from another adult preferably a member of the senior leadership team
2. ask the person causing the threat to leave the school property
3. feel able to terminate the conversation reporting the events immediately to the most senior member of staff available who will investigate what has happened and speak to the person / people concerned to reinforce the terms of this school policy.

In the event of a member of staff being physically assaulted they should:

1. immediately leave the meeting and seek a place of safety
2. make contact with the Headteacher or the senior leader deputising for them.

If an incident is reported to the Headteacher or a senior manager, s/he will:

1. Ensure that the member of staff is safe and that their wellbeing has been protected;
2. Investigate the events leading to the incident being reported;
3. Take steps to ensure that there is no repetition by contacting the person who is allegedly responsible for the assault and arranging to meet them to discuss what happened;
4. Decide if an order banning that person from the school's property is an appropriate course of action, ensuring that this is secured through the council's legal services if this is necessary;
5. Report the incident to Schools Personnel and to the Chair of the school's governors.

The Headteacher will regularly remind the school community of this policy in letters and by means of signs around the school site.

Conclusion

It is reasonable for school staff to be able to work in a safe environment free from the fear of threat or actual assault. The school will robustly uphold the terms of this policy to ensure that it meets its duty of care to its employees.

22 October 2013	Reviewed by Staffing and Curriculum Committee
21 November 2013	Ratified by FGB
15th October 2018	Reviewed by Staffing and Curriculum Committee
	Ratified by FGB