



Abusive or Threatening Behaviour Policy

This policy is applicable to: the Wolds Learning Partnership (WLP)

Version 2.0

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Name of Responsible Committee/Individual:	LGB & Board of Trustees
Target Audience:	All Workers
Reference Documents:	

The Wolds Learning Partnership (WLP) believes that staff, students and pupils are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the school.

Aim



That all members of the WLP community treat each other with respect

Expectations

- That adults set a good example to children at all times, showing them how to get along with all members of the school and the wider community.
- That no members of staff, parents or children are the victims of abusive behaviour or open to threats from other adults on the school premises.
- Physical attacks and threatening behaviour, abusive or insulting language (verbal or written) to staff, governors, parents and carers, children and other users of the school premises will not be tolerated and will result in withdrawal of permission to be on school premises.
- Any parent who is asked to leave the school premises will have the right to appeal the decision by writing to the Chair of Governors.

Please note that incidents of rudeness will be logged with the Chair of Governors.

Responsibilities:

It is the responsibility of the Headteacher, Governors and Trustees to monitor and review this policy.

Guidelines

Types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the WLP community:

This is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Shouting, either in person or over the telephone
- Inappropriate posting on Social Networking sites deemed as bullying
- Speaking in an aggressive/threatening tone
- Physically intimidating, e.g. standing very close
- The use of aggressive hand gestures/exaggerated movements
- Physical threats
- Shaking or holding a fist towards another person
- Swearing
- Pushing
- Hitting e.g. slapping, punching or kicking
- Spitting
- Racist or sexist comments

Unacceptable behaviour may result in the police being informed.

The WLP reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse.

School premises are private property and parents have been granted permission from the school to be on school premises. However, in case of abuse or threats to staff, pupils or other parents, school may ban parents from entering school.

It is also an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on school premises. The police may be called to assist in removing the person concerned.



School is not responsible for organising arrangements for children in the above circumstances. Parents will need to provide alternative arrangements for bringing children into school.

Parents have the right of appeal by writing to the Chair of Governors within ten days of permission to enter the school premises being withdrawn.

Guidance on the action to be taken if an incident occurs (Headteacher have the right to accelerate the steps below if the incident is of a serious nature)

- **Incident report**

If an incident involving violence, threatening behaviour or abuse does occur then an incident report form (**Appendix A**) will be completed by the member of the school community against whom the abuse was directed. In the case of this being against a pupil or student a member of staff may complete the form on their behalf. The pupil/student (in a secondary school) should read or have the statement read to them and agree the contents and before signing it. For Primary School pupils the Headteacher or a member of school staff will complete the statement. The parent/carer of the child may be asked to be in attendance when the statement is taken if the Headteacher feels that this is applicable. The parent/carer would then be asked to sign the form on behalf of their child.

- **Step 1: Verbal warning**

The Headteacher will speak to the person or persons perpetrating such an incident privately. (However, they may wish to have someone with them). It will be put to the person that such behaviour is unacceptable and an assurance will be sought that such an incident will result in further more serious action being taken.

- **Step 2: Written warning**

If a second incident occurs involving the same person or persons, the Headteacher will write to the adult(s) informing them once more again that this conduct is unacceptable.

- **Step 3: Final written warning**

If a third incident occurs involving the same person or persons, the Chair of Governors will write to the adult(s) giving a final written warning that this abusive and threatening behaviour is unacceptable, and that a repetition of this conduct will leave the governors no option but to issue a final written warning that the police may be contacted if there is a repetition of this conduct. The process may be accelerated according to the level of behaviour.

- **Step 4: WLP ban letter**

If such an incident recurs, or the initial incident is serious enough, the Governors will seek to enforce any action deemed necessary. This may involve the police and may result in a person or persons being excluded from the school premises.

- **Step 5: Involvement of the police**

If following a decision to ban a person from the school premises, that person nevertheless persists in entering school premises and causes a nuisance or disturbance, such a person may be removed from the school premises as a trespasser and prosecuted under Section 47 of the Education Act 1996. They may also be charged with an offence under the Public Order Act 1986 or other such legislation (**Appendix B**).

All parents, even if excluded from school premises following action by the LA, have a right to be informed about their child's educational progress. This could be achieved through a meeting with the other parent or through a written report.

Appendix A

ABUSIVE OR THREATENING BEHAVIOUR ON SCHOOL PREMISES



INCIDENT REPORT FORM

1. Details

Date of incident:

Day of the week:

Time:

Location:

2. Member of staff reporting incident

Name:

Position:

3. Details of person assaulted / verbally abused

Name:

Job / Position (if member of staff):

4. Details of trespasser / assailant / verbal abuser (if known)

5. Witness(es) if any

Name:

Address:



Other information / relationship between member of staff / abuser if any

6. Details of incident (please attach witness statement)

Location of incident:

7. Outcome

Step

Has abuser been involved in any previous incidents?

Name and contact details of police officer involved / incident number:

Form completed by: _____

Signed: _____

Date: _____

Please return to the Headteacher as soon as possible.

Appendix B



This policy was drawn up using the DfE guidance “Abusive behaviour on school premises” and the DfE “Legal Toolkit for Schools”.

Police involvement would make reference to the Public Order Act 1986
(Criminal conduct / policy remit)

Section 5 “Disorderly conduct” (paraphrased)

Verbal abuse, threatening abusive or insulting words or behaviour or any disorderly behaviour whereby a person is caused harm, harassment or distress.

Section 4 “Threatening behaviour”

A person fears that violence or threat of violence is likely to be provoked.