



## **Abusive or Threatening Behaviour Policy**

Agreed by the Governing Body January 2017 and last reviewed January 2018

**Next Review date: Autumn Term 2018**

The vast majority of visitors to our school, whether they are parents, other family members, members of the community or other guests, demonstrate the values which we want to promote to our pupils in school. We have an “open door” policy because we value the interaction between staff and the families of our pupils. It is an important part of our ethos; it helps us to get to know our pupils really well and, therefore, enable them to make the best possible progress in all respects. This is, however, a privilege.

Sadly there are a very few occasions where visitors do not behave as we would like. All schools have been encouraged to consider what to do in the situation where unsatisfactory behaviour arises on their premises. This policy has been drawn up using the “Legal Toolkit for Schools” guidance from the DCSF.

### **Rights and Expectations of School Community**

- All members of the school community have a right to expect that their school is a safe place in which to work and learn.
- There will be a zero tolerance of violence, threatening behaviour and disorderly conduct, including abuse in all forms, against school staff or other members of the school community.
- Where such behaviour does occur, action will be taken to deal with the person or persons concerned.

### **What do we mean by Abusive or Threatening Behaviour?**

The Public Order Act 1986 states that a criminal offence is committed if a person used threatening or abusive words or behaviour, or disorderly behaviour, within hearing or sight of a person likely to be cause harassment, alarm or distress. If the behaviour is intended to cause a person alarm or distress, or to make a person feel physically threatened, then this aggravates the offence.

In a school context this means that an offence will be committed by someone shouting at a member of staff, either in person or on the phone; acting aggressively, including using intimidating body language, as well as actual violence. It also covers comments posted on social networking sites or situations where members of staff are approached off school premises.

### **Action to be taken if an incident occurs**

If an incident involving threatening behaviour or abuse does occur then an incident report form will be completed by the member of the school community against whom the abuse was directed. In the case of this being a pupil a member of staff may complete the form on their behalf. **(See Incident Report Form attached)** The school reserves the right to escalate the matter to higher steps, or to miss out individual steps in the process, at any time and for any reason should it be deemed appropriate in the circumstances.

- *Step 1 - Verbal warning*  
The headteacher will speak to the person or persons perpetrating such an incident privately. It will be put to them that such behaviour is unacceptable and an assurance will be sought that such an incident will not be repeated. It will be stressed on this occasion that repetition of such an incident will result in further more serious action being taken. If the headteacher has been subject to abuse this will be done by the Chair of Governors (or other appointed independent governor, if the Chair is involved in the incident in any way)
- *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 again that this conduct is unacceptable. As for Step 1, if the headteacher has been subject to abuse this will be done by the Chair or other appointed governor.

NB: Any incidents of violent conduct would immediately proceed to step 5.

At any stage, the school may report serious incidents of abusive and threatening behaviour to the Local Authority. The school has a responsibility to report any racist or discriminatory incidents to the Local Authority (See Equality Policy). Any act of actual or threatened violence will be referred to the police immediately.

- *Step 3 – Final written warning*  
If a third incident occurs involving the same person or persons, the Chair or other appointed independent governor, will write to the adult(s) giving a final warning that this abusive and threatening behaviour is unacceptable, and that a repetition of this conduct will leave the governors no option but to take further action.
- *Step 4 – Governors' Ban Letter*  
If such an incident recurs, or if an initial incident is considered serious enough by the headteacher, the Chair of Governors (or other appointed governor) would be

involved to enforce any action deemed necessary. This may result in a person or persons being excluded from 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 is displaying unreasonable behaviour, such a person may be removed from the school premises as a trespasser under Section 547 of the Education Act 1996 and charged with an offence under the Public Order Act 1986.

All parents, even if excluded from school premises, have a right to seek an appointment to speak to school staff about their child's educational progress.

Other members of the public have no right of access to the school premises. In the case of an incident involving another member of the public steps 1 and 2 as above will be followed. At step 3 the headteacher will write again and at step 4 the headteacher will send the banning letter.

### **Lone working**

All members of staff should be aware of the policy of lone working if they are in school by themselves. Please see the school Health and Safety Policy.

## ABUSIVE OR THREATENING BEHAVIOUR - INCIDENT REPORT FORM

Date of incident: \_\_\_\_\_

Day of the week: \_\_\_\_\_

Time: \_\_\_\_\_

### 1. Member of staff reporting incident

Name: \_\_\_\_\_

Position: \_\_\_\_\_

### 2. Details of person assaulted / verbally abused

Name: \_\_\_\_\_

Job / Position (if member of staff): \_\_\_\_\_

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

\_\_\_\_\_

### 4. Witness(es) if any

Name: \_\_\_\_\_

Address:

\_\_\_\_\_

Age (approx): \_\_\_\_\_ Sex: \_\_\_\_\_

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

\_\_\_\_\_

### 5/ Details of incident

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Policy Name: Abusive or Threatening Behaviour  
Reviewed by: Headteacher and Health and Safety Governor  
Date: January 2018

**Location of incident:** \_\_\_\_\_

**Outcome (see policy) :** Step\_\_\_\_\_

**Has abuser been involved in any previous incidents?** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Please return to the headteacher as soon as possible.***