
Hartlip Endowed Church of England Primary School (Aided)

Policy for dealing with incidents

Rationale

As a general rule, schools are orderly, safe places, where relationships between staff and visitors, especially parents, demonstrate mutual respect and recognition of shared responsibility for pupil's welfare and educational progress. Parental involvement is an important factor in educational success and in dealing with emerging problems at an early stage.

However, occasionally the behaviour of a few adults can cause severe disruption or worse, resulting in abusive or aggressive behaviour towards pupils or staff.

The Governing Body is responsible for protecting the health and safety of their staff and pupils.

All policies are governed by our Christian School Values which were chosen by all members of the school community: Trust, Forgiveness, Friendship, Thankfulness and Peace. These values underpin the daily diet of the whole school community.

Bad behaviour by adults

- Violence, threatening behaviour and abuse against school staff or pupils or other members of the school community will not be tolerated.
- All members of the school community have a right to expect that their school is a safe place in which to work and learn.
- We expect that all members of our school community live in accordance with our Christian School Values and model these at all times.

Procedures

- When unacceptable behaviour does occur, the Governing Body will play a pro-active role in taking all possible action to deal with it.
- The person involved will be invited to leave the premises or be taken to a room away from other persons.
- The Headteacher, or senior member of staff present will inform the Police, the Local Education Officer, the Diocesan Board of Education and Chair of Governors of the incident.
- An incident report form will be completed (Appendix A) and evidence taken from witnesses
- Consideration will be given (in conjunction with the Chair of Governors who will almost certainly wish to consult the Governing Body) as to what follow up action may be necessary e.g. whether someone should be refused entry to the premises.
- Consideration will be given as to whether some kind of support may be necessary e.g. counselling, occupational health or legal support.
- Ongoing liaison will be maintained with the Police.
- Members of the school community will be kept informed where this does not conflict with confidentiality.

Risk Assessment

At yearly intervals an assessment of risk to staff, pupils and others from abusive or violent visitors will be conducted by the Governing Body.

A risk assessment should:

- Identify and assess the risks.
- Determine appropriate actions.
- Implement the actions.
- Monitor the results and
- Provide feedback.

Personal safety training

Staff will be offered personal safety training which can help in:

- Reducing violent attacks by parents and others
- Enabling staff to recognize verbal and non-verbal aggression and use techniques to calm a potential assailant.
- Improve staff confidence in dealing with aggression and resulting stress and
- Minimising the risk of an attack causing injury.

Model Letters

Models of letters which should be used in the event of an incident are appended to this Policy. (Appendix B)

This Policy should be read on conjunction with the "Safe Schools Leaflet".
(Appended to original in School Office).

Incident Report Form

(Includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property).

This form should be completed as fully as possible. Please confine your information to matters of fact; you should expect that this form would be made available to any interested person. A member of staff should complete the form for an incident involving or witnessed by a pupil. Please use continuation sheet if necessary.

Date of incident Day of week Time

1. Member of staff or other person reporting incident

Name

Work address: (if different from school address)

.....

Position

2. Personal details of person assaulted/verbally abused (if appropriate)

Name

Work address: (if different from school address)/home address (if pupil).

.....

Job/Position (if member of staff)

Dept/Section/Class

Age Gender

3. Details of trespassers/assailant(s) (if known)

.....

4. Witness(es) if any

Name

Address

Age (approx) Gender

Other Information

Relationship between member of staff/pupil and trespasser/assailant, if any

5. Details of incident

a) Type of incident (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how, if assault, give details of any injury suffered, treatment received etc.

b) Location of incident (attach sketch if appropriate)

c) Other details: describe incident, including, where relevant, events leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present.

6. Outcome: (e.g. whether police called; whether trespasser was removed from premises under section 547 Education Act 1996; whether parents contacted; what happened after the incident; any legal action)

If you have other comments that you wish to discuss then please contact the Headteacher directly.

Signed Date

Please return as soon as possible to:

The Headteacher
Hartlip Endowed Church of England Primary School
The Street
Hartlip
SITTINGBOURNE Kent ME9 7TL

Recorded Delivery

Dear Sir/Madam,

I have received a report from the headteacher at (insert name) School about your conduct on (enter date and time).

[Add summary of the incident and of its effect on staff, pupils, other parents.]

I must inform you that the Governing Body will not tolerate conduct of this nature on its premises and will act to defend its staff and pupils. On the advice of the headteacher I am therefore instructing that (for a temporary period) you are not to reappear on the premises of the School. If you do not comply with this instruction I shall arrange for you to be removed from the premises and shall recommend that you be prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

For the duration of this decision you may bring your son(s)/daughter(s) (complete as appropriate) to school and collect them/him/her (delete as appropriate) at the end of the school day, but you must not go beyond the school gate.

Arrangements have been made for your (delete as appropriate) son(s)/daughter(s) (insert child/rens names) to be collected, and returned to you, at the school gate by a member of the School's staff.

The withdrawal of permission for you to enter the school premises takes effect straightaway. However, I still need to decide whether it is appropriate to confirm this decision. Before I do so, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report which I have received from the headteacher. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future conduct. To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by (state date ten working days from the date of this letter).

If on receipt of your comments I consider that my decision should be confirmed, you will be supplied with details of how to pursue a review of the circumstances of your case.

Yours faithfully,

BAN LETTER-1

Letter to Parent with child/ren at the school

Recorded Delivery

Dear Sir/Madam,

I have received a report from the headteacher at (insert name) School about your conduct on (enter date and time).

[Add summary of the incident and of its effect on staff, pupils, and other parents]

I must inform you that the Governing Body will not tolerate conduct of this nature on its premises and will act to defend its staff and pupils. On the advice of the headteacher I am therefore instructing that you are not to reappear on the premises of the School. If you do not comply with this instruction I shall arrange for you to be removed from the premises and shall recommend that you be prosecuted under Section 547 of the Education Act 1996. If convicted, you are liable to a fine of up to £500.

Yours faithfully,

BAN LETTER-1 (a)

Letter to member of the public

Recorded Delivery

Dear Sir/Madam,

On (give date) I wrote to you informing you that on the advice of the headteacher, I had withdrawn permission for you to come onto the premises of (insert name) School. To enable the Governing Body to determine whether to confirm this decision for a longer period, I gave you the opportunity to give your written comments on the incident concerned by (give date).

I have not received a written response from you/I have now received a letter from you dated (insert date), the contents of which I have noted. (Delete either sentence as appropriate).

In the circumstances, and after further consideration of the headteacher's report, I have determined that the decision to withdraw permission for you to come onto school premises should be confirmed. I am therefore instructing that until further notice you are not to come onto the premises of the school without the prior knowledge and approval of the headteacher. If you do not comply with this instruction I shall arrange for you to be removed from the premises and shall recommend that you be prosecuted under Section 547 of the Education Act 1996. If convicted, you are liable to a fine of up to £500.

Notwithstanding this decision the headteacher and staff at (insert name) School remain committed to the education of you child/children (delete as appropriate), who must continue to attend school as normal under the arrangements set out in my previous letter.

The Governing Body will take steps to review the continuance of this decision on (give date). When deciding whether it is necessary to extend the withdrawal of permission to come on to the School's premises, the Governing Body will take into account the extent of your compliance with the decision, any appropriate expressions of regret and assurance of future good conduct received from yourself and any evidence of your co-operation with the School in other respects.

[Include where the incident has arisen within the context of a parental complaint against the School]

Finally I would advise you that I have asked the headteacher to ensure that your complaint that (give brief details) is considered under the appropriate stage of the School's parental complaints procedure. The School will contact you about this in due course.

If you wish to pursue the matter further, you have a right to a review of the circumstances of this case by contacting...(complete as appropriate with name of LEA officer.)

Yours faithfully,

BAN LETTER 2

Letter to parent with child/ren at the school

Recorded Delivery

Dear Sir/Madam,

I wrote to you on (give date) withdrawing permission for you to come onto the premises of (insert name) School until further notice. In that letter I also advised you that I would take steps to review this decision on (give date).

I have now completed the review. However, after consultation with the headteacher, I have determined that it is not yet appropriate for me to withdraw my decision. (Give a brief summary of reasons.)

I therefore advise that the instruction that you are not to come onto the premises of (insert name) School without the prior knowledge and approval of the headteacher remains in place until further notice.

I shall undertake a further review of this decision on (give date).

If you are dissatisfied with this decision, you have a right to complain to the local education authority.

Yours faithfully,

BAN LETTER 3

Letter to parent with child/ren at the school

Recorded Delivery

Dear Sir/Madam,

On (Insert date) I wrote to you informing you that, on the advice of the headteacher, I had temporarily withdrawn permission for you to come onto the premises of (insert name) School. To enable me to determine whether to confirm this decision for a longer period, I gave you the opportunity to let me have your written comments on this incident by (insert date).

I have not received a written response from you / I have now received a letter from you dated (insert date), the contents of which I have noted. (delete either sentence as appropriate).

[However] In the circumstances, and after consulting with the headteacher, I have decided that it is not necessary to confirm the decision, and I am therefore restoring to you the permission to come onto the school premises, with immediate effect.

Nevertheless I remain very concerned at the incident which occurred on (insert date), and I must warn you that if there is any repetition of your behaviour on that occasion, I shall not hesitate to withdraw permission for you to come onto the premises again.

Yours sincerely,

UNBAN LETTER 1

Recorded Delivery

Dear Sir/Madam,

I wrote to you on (give date) informing you that I had withdrawn permission for you to come onto the premises of (insert name) School until further notice. In that letter I also advised you that I would take steps to review this decision on (give date).

I have now completed the review. After consultation with the headteacher, I have decided that it is now appropriate to change that decision and I am therefore restoring to you the permission to come onto the school premises, with immediate effect.

I trust that you can now be relied upon to act in full co-operation with the School and that there will be no further difficulties of the kind that made it necessary for me to prevent you entering the premises. I should, point out that if there is any repetition of your behaviour, I shall not hesitate to withdraw permission for you to come onto the premises again.

Yours sincerely,

Depending on who signed original banning letter.

UNBAN LETTER 2

Other factual information (to be completed by school as appropriate)

a) Possible contributory factors

b) Is trespasser/assailant known to have been involved in any previous incidents YES/NO

c) Give date and brief details of (b) if known

d) Had any measures been taken to try to prevent an incident of this type occurring? If so, what?

Could they be improved?

e) If no measures had been taken beforehand, could action now be taken? If so, what?

f) Any other relevant information