



# **Keeping St Mary's safe from abuse, threats and violence policy**

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## **for St Mary's C.E. School**

<b>Date of Approval by Safety &amp; Community Committee:</b>	<b>November 2018</b>
<b>Date of Next Review:</b>	<b>November 2021</b>

### **EQUALITIES STATEMENT**

St Mary's positively celebrates diversity and inclusion is core to its Christian ethos. The Governing Body recognises that no one should receive less favourable unlawful treatment than another on the grounds of gender, marital or civil partnership status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age, or sexual orientation. It is the Governors' aim that no-one at the School should suffer unlawful direct or indirect discrimination, victimisation or harassment on any of these grounds. The Governing Body is committed to embedding fairness and equality at the heart of the school community, and in all aspects of the school's policies, procedures and practices.

## **Abusive parents, carers and visitors policy**

St Mary's School aims to make parents, carers and the wider community welcome, and believes that working with everyone concerned with the child's welfare can only bring benefit. However, there are occasions when negative views are expressed in the form of aggressive or violent language or behaviour. This is unacceptable because all staff members are entitled to work without fear of abuse or violence.

Visitors are expected to:

- Demonstrate a good example for the children in how they speak and behave
- Work with staff so that together they can resolve any concerns
- Ensure that they correct their children when their behaviour is unacceptable and could create an intimidating or unsafe situation for others
- Respect the environment of the school so that it remains clean and tidy.

Unacceptable behaviour includes:

- Speaking in an aggressive or threatening way
- Shouting at a person or on the telephone
- Physically intimidation including standing too close
- Making threats
- Swearing
- Assault of any kind including pushing
- Spitting
- Derogatory and discriminatory comments
- Breaking the school's security procedures

This list is not exhaustive.

Unacceptable behaviour may result in the Police being informed of the incident.

Access to the school is decided by the Headteacher. Parents and carers will normally be granted access to certain areas of the school; however, they do not have any right of access. Anyone deemed to have behaved in an unacceptable way may be barred from the school premises.

Visitors and parents/carers are also obliged to act in a manner consonant with the school's Safeguarding and Child Protection Policy, which may include a sign-in process, visitor identification, and supervision while on school grounds. All visitors will be notified of these requirements upon making themselves known to staff.

## Guidance on actions and procedures:

1. If someone is becoming aggressive or abusive, try and draw them away from an area where there are children present and seek immediate help from another member of staff.
2. The member of staff should report what has happened to a member of the Senior Leadership Team (SLT) and record the event on the form which should then be given to the Headteacher.
3. A member of the SLT should try and resolve the situation through discussion and mediation.
4. If this does not resolve the matter and the unacceptable behaviour continues, the person should be asked to leave the premises. If they fail to do so, the Police should be called; this may lead to prosecution.
5. The Headteacher may then decide to bar the person for a period of time.
6. They will be informed in writing of the bar and the reasons for it, the review date, and the action that will be taken if they breach the bar. The letter will detail the arrangements that have been made for the parent/carer to receive appropriate information about their child's education (correspondence templates below).
7. The Chair of the GB will be consulted and permission will be sought to implement the bar.

## Incident report form

Relevant incidents include trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to property.

Where possible, the form should be completed before any discussion between witnesses is possible, as this might lead to allegations of collusion.

This form should be completed as fully as possible, using a continuation sheet if necessary. For any incident involving or witnessed by a pupil or parent/carer/visitor, a member of staff should complete the form on their behalf.

The completed form should be passed to the Headteacher for appropriate action and recording.

1. Date of incident.....
2. Time of incident.....
3. Name of member of staff reporting incident.....

4. Details of the person assaulted or abused.....
5. Name and details of person causing incident  
.....
6. Description of incident plus names of persons involved, location, nature of any injuries, attendance of emergency services, etc.  
.....
7. Witness or witnesses(if any); name and address  
.....
8. Outcome  
.....
9. Have there been any previous incidents with the same person? .....

If Police were involved,

10. Name of police officer .....
11. Incident number.....
12. Name of person completing form.....

Signature

Date

Please return to the Headteacher as soon as possible.