



# **Brickhouse Primary School Zero Tolerance Policy**

## **Introduction**

Brickhouse Primary School is committed to the creation of a culture and environment where employees may undertake their duties without fear of abuse or violence.

We are committed to:

- Ownership and responsibility for staff safety.
- Introducing preventative measures to minimise the risk to staff.
- Ensuring that all staff are appropriately trained.
- Reporting and monitoring all incidents.
- Communicating to staff to ensure awareness of policy and procedures.
- Staff support including appropriate support in taking action.
- Public Awareness of our Zero Policy Statement.
- Working with the relevant bodies to influence how perpetrators should be dealt with.

All staff have a vital role to play in protecting themselves, including participation in appropriate training, reporting of incidents and taking appropriate action against perpetrators of abuse or violence. Brickhouse has a responsibility to ensure that appropriate support is given to staff in such instances.

## **Purpose of this Policy**

The purpose of this policy is to express Brickhouse's commitment to the management of violence to staff at work and will be supported by detailed operational procedures on how this policy will be implemented and monitored.

## **Scope**

This Policy will apply to all Brickhouse employees as well as to employees of external contractors, including Supply Agency staff.

## **Accountability**

The Headteacher will be accountable for the effective implementation and monitoring of this policy across the school. Responsibility for the day to day implementation will rest with the line management structure.

## **Definitions**

The following definitions have been set out in the Departmental Circular HSS (Gen) (3) 2007 on Zero Tolerance:-

- Non Physical Abuse: The use of inappropriate words or behaviour causing distress and/or constituting harassment. This includes receipt of abusive telephone calls from any source.
- Physical Abuse: The intentional application of force against the person of another without lawful justification resulting in physical injury or personal discomfort.

## **Role of the Headteacher**

The Headteacher must, in consultation with staff and their representatives carry out an assessment of the risk of violence within their working environment and within the scope of their responsibilities. They have an ongoing duty:

- To establish a safe system of working conditions for their staff including, where necessary, an assessment of the compatibility of the employees circumstances/condition with the workplace;
- To ensure that a systematic assessment of training needs is carried out for staff within their area of responsibility,
- To ensure that appropriate training is provided to and accessed by all staff
- To ensure that staff receives relevant and timely support including counselling following incidents of violence so they are enabled to evaluate and learn by experience.

## **Role of Line Managers**

Line Managers have a responsibility to:

- Ensure that their staff understands the policy and related operational procedures with regard to handling incidents of violence.
- Ensure that where staff have identified an area of risk, a risk assessment is carried out.
- Ensure that where staff are placed in imminent danger immediate action is taken to minimise or remove the danger.

- Ensure that staff attend training appropriate to their area (as identified through the risk assessment process).
- Ensure that records are maintained of risk assessments and training.
- Ensure that relevant reporting documentation has been completed.
- Provide timely and appropriate support to staff who have been victims of abuse/violence.

## **Role of the Employee**

All staff have the responsibility to:

- Accept responsibility for their own safety.
- Consider the safety of others who may be affected by their actions or omissions.
- To familiarise themselves with and follow this policy and attached guidelines and to bring to their manager's attention concerns relating to personal safety.
- To participate fully in risk assessments conducted in their work area.
- Participate in any training that is made available to them.
- Report all incidents of violence or threatened violence to their line manager.
- Record details of incidents on an appropriate report form.
- Contribute towards reviews concerning any violent incidents in which he/she has been involved.

## **Training**

This policy and associated operational procedures will be incorporated into Brickhouse's induction procedures.

All training needs identified will be arranged, and it will be the responsibility of the Headteacher to ensure that all staff attend appropriate training, including refresher courses. The Headteacher will keep records of training attended.

## **Reporting, Investigating and Monitoring**

All incidents of abuse or violence to staff must be formally reported to their line manager or Headteacher using the Brickhouse's incident reporting procedure.

All incidents should be investigated and reviewed by the Headteacher to ensure that control measures are appropriate.

Monitoring of all incidents will be carried out by the Headteacher and any follow up action required will be assessed to ensure that it is appropriate and has been carried out.

Brickhouse will ensure that members of the public accessing the school site are made aware of the commitment to zero tolerance of abuse or violence against staff including what actions Brickhouse may take against perpetrators. (See Zero Tolerance Poster)

## **Staff Support**

In the event of an employee becoming a victim of abuse or violence at work Brickhouse will ensure that appropriate support is given.

## **Liaison with Outside Agencies**

Where physical injury or threatening behaviour has been suffered by a member of staff it is important that the matter is referred to the police for investigation.

Brickhouse will support the police when undertaking a criminal investigation with a view to prosecution. It is important that staff affected co-operate in this process.

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