



VIOLENCE TO STAFF POLICY ST. LUKE & ST. PHILIP'S PRIMARY, A CHURCH OF ENGLAND ACADEMY



VISION STATEMENT

'The family of St Luke and St Philip's will ensure excellence is encouraged, minds are opened, diversity is embraced, respect is expected and talents are nurtured under the umbrella of God's love.'

ETHOS

Our school provides grounding in the Christian Faith for all its children with emphasis on collective worship as part of its daily life. Our Christian values of trust, truth, love, peace and thankfulness are built into the ethos and teaching of our school with the support of all Governors and staff for its Christian foundation. We also seek to encourage an understanding and respect for other world faiths.

CHRISTIAN SCHOOL VALUES



PURPOSE

This policy reflects the values, ethos and Mission Statement of St. Luke and St Philip's C.E. Primary Academy in relation to the curriculum. It is consistent with the school's agreed aims and objectives and sets out a framework within which teaching and support staff can operate.

AUDIENCE

This document is intended to give a clear outline of the school's approach to the curriculum to all staff, governors, Cidari and parents and carers. It is also intended for the use of the School's Advisory Service when assisting the development of the school's curriculum and for any authorised inspector. Copies of this document are provided for all teaching staff and are available when necessary to support staff, members of the School's Governing Committee and Cidari members. A copy of this document is available for the use of parents.

RELEVANT LEGAL GUIDANCE

The **Health and Safety at Work Act 1974** states that employers have a legal duty to ensure, so far as is reasonably practicable, the health and safety at work of their employees.

The **Management of Health and Safety at Work (Amendment) Regulations 2006** requires employers to assess the risks to employees and make arrangements for their health and safety by effective planning, organising, control, monitoring and review. This includes the need to protect employees from exposure to reasonably foreseeable violence.

The **Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR)** requires employers to notify their enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for 7 or more consecutive days, following the date of the accident. This includes any act of physical violence in the workplace.

AIMS AND OBJECTIVES

The School takes its duties under the Health and Safety at Work Act 1974 seriously. We recognise that both violence and threatening behaviour could cause pain and distress, while persistent verbal abuse or threats can also damage employees' health through anxiety or stress. For the School this could lead to low morale and a poor image for the School, making it difficult to recruit and retain staff. It can also lead to additional costs of increased absenteeism.

In order to fulfil our duties under the Health & Safety at Work Act 1974, the school will :

- Carry out a risk assessment in order to assess the risks of violence to staff, students, visitors and guests;
- Decide what control measures, if any are necessary;
- Implement any necessary control measures identified in the risk assessment;
- Monitor the control measures to ensure that they are effective

As part of the risk assessment process, we will consult with senior staff across the School in order to assess what, if any, further measures are required.

Staff are actively encouraged to discuss with their Head of Department any concerns they may have.

All approaches will be treated sympathetically.

Definition of Violence at Work :

The Health and Safety Executive defines violence at work as “**any incident in which the person is abused, threatened or assaulted in circumstances relating to their work.**” This means :

- Physical violence - including kicking, spitting, hitting or pushing, as well as more extreme violence with weapons.

- Verbal abuse - including shouting, swearing or insults, racial or sexual abuse.
- Threats and intimidation.

Whilst this definition applies to all staff, some may be at more risk than others. Through risk assessment the School has identified the following groups of people as being most at risk :

- Lone workers (especially those working out of normal working hours)
- Site Supervisor
- Cash Handlers
- Catering Staff

Employees Responsibility :

- Every member of staff has a responsibility to take reasonable steps to ensure that they do not place themselves, or others, at risk of harm.
- Employees are also expected to co-operate fully with the School in complying with any procedure that is introduced as a measure to protect the safety and well being of our staff, students and visitors.

Dealing with Violence and Threatening Behaviour :

- The safety of our staff is paramount. If anyone finds themselves dealing with rude or aggressive visitors, they must never return aggression; this is how anger can escalate into violence.
- Staff should try to adopt a calm and reassuring attitude and speak slowly and gently. In the unlikely event that a situation escalates, staff should always withdraw from it where possible.
- Any acts of violence must be recorded on Medical Tracker, as well as reported to the Administration Manager.
- Any incidents of threatening behaviour or verbal abuse should be reported to the Administration Manager, who should record the incident on an Incident Report Form.
- Any incident which causes a member of staff or a visitor to suffer major injury resulting in hospitalisation or more than 7 consecutive days off work (including weekends) following the day of the incident, will be recorded under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- The Health & Safety Officer will be responsible for submitting online reports.

Any complaints made about harassment, bullying or other inappropriate behaviour will be investigated thoroughly and without delay through the School's Grievance Procedure, and can provide grounds for disciplinary action up to and including dismissal.

Training :

The School will provide all staff training identified through the risk assessment to reduce the risks of violence at work so far as is reasonably practicable.

Support and Advice :

- The School recognises that in the event of an employee being a victim of violence, counselling or other specialist help may be required. It is our intention to deal with these cases constructively and sympathetically.
- The Administration Manager, in conjunction with the Headteacher will give advice and guidance on how to obtain help and assistance with any workplace violence related issue.
- All requests for help will be treated in the strictest of confidence.

Implementation, Monitoring and Review of this Policy :

The Headteacher and H & S Officer have overall responsibility for implementing and monitoring this policy.

The Policy will be reviewed every 2 years and additionally whenever there are relevant changes in legislation, working practices, or work patterns.

Policy reviewed : December 2025

Policy reviewed by : Mrs M Rain

Agreed by Governors :

Next review date : December 2027