



Fishergate Primary School

Policy on Abusive or Threatening Behaviour on School Premises by Adults

This policy was drawn up using the DCSF guidance "Abusive behaviour on school premises" and the DCSF "Legal Toolkit for Schools".

Advice was sought from the HR department and a community police officer. The community police officer felt the ultimate sanction within our policy should be criminal prosecution under the following Public Order Acts:

Public Order Act 1986 (Criminal conduct / police remit)

Section 5 "Disorderly conduct" (paraphrased)

Verbal abuse, threatening abusive or insulting words or behaviour or any disorderly behaviour whereby a person is caused alarm, harassment or distress

Section 4 "Threatening behaviour"

A person fears that violence or threat of violence is likely to be provoked

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- All members of the school community have a right to expect that their school is a safe place in which to work and learn.
 - All adults are expected to set a good example to children at all times, showing them how to get along with all members of the school and the wider community
 - Physical attacks and threatening behaviour, abusive or insulting language verbal or written, to staff, governors, parents and carers, children and other users of the school premises will not be tolerated, the aim being to achieve zero tolerance of such behaviour within the school.
 - Where such behaviour does occur, action will be taken to deal with the person or persons concerned.

Action to be taken if an incident occurs

If an incident involving violence, 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. **(Incident Report Form attached)**

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.

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.

Step 3 – Final written warning

If a third incident occurs involving the same person(s), the Chair of Governors 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 involve the Local Authority.

Step 4 – Local Authority ban letter

If such an incident recurs, or if an initial incident is considered serious enough by the Headteacher, the LA would be involved to enforce any action deemed necessary. This may result in a person or persons being excluded from school premises.

The LA may consider taking legal action to enforce a ban, therefore an assurance will be sought from members of the school community that they will be prepared to give evidence in court should the need arise.

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 following action by the Local Authority, have a right to seek an appointment to speak to school staff about their child's educational progress.

Any adult who witnesses behaviour that concerns them should report this to the head teacher.

Guidelines

Types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the school community:

This is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Shouting, either in person or over the telephone
- Inappropriate posting on social networking sites
- Speaking in an aggressive/threatening tone
- Physically intimidating e.g., standing very close
- The use of aggressive hand gestures/exaggerated movements
- Physical threats
- Shaking or holding a fist towards another person
- Swearing
- Pushing
- Hitting, kicking, slapping or punching
- Spitting
- Racist or sexist comments

ABUSIVE OR THREATENING BEHAVIOUR – INCIDENT REPORT FORM

Date of incident

Day of the week

Time of
incident

1. Member of staff reporting incident

Name

Address

Position

2. Details of person assaulted / abused

Name

Address

Position
(if member of staff)

Gender

M / F

Age

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

Name

Address

4. Witness(es)

Name

Address

Position
(if member of staff)

Gender

M / F

Age

5. Other information / relationship between member of staff / abuser (if any)

6. Details of incident	
Location	
Outcome (see Policy)	Step:
Has abuser been involved in any previous incidents	
Name and contact details of police officer involved	
Incident number	

Signed Date

PLEASE RETURN TO THE HEADTEACHER AS SOON AS POSSIBLE