



SCHOOL POLICY

Abusive or Threatening Behaviour on School Premises Policy

Policy Revision Date	13 th November 2023
Review Frequency	3-yearly
Role / Author	HT/Penny Shaw
Governing Body Committee/HT	HT
Date of GB Meeting/HT review for approval	20 th November 2023 (C&S)
Due with Clerk to Governors (where applicable)	13 th November 2023
Governing Body/HT Approval Date	20 th November 2023
Status (draft / approved)	Approved
Date Policy Due for next review:	Autumn 2026

Note:

Please ensure tracked changes are used to highlight changes from the last approved version. The document status should be 'Draft'.

Once the changes have been approved by the Governing Body, the tracked changes can be accepted and the document status changed to 'Approved'.

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Policy Review

The following list must be completed prior to submission to the relevant Governing Body meeting/HT for approval.

Links with other Policies	Anti-bullying policy, Complaints procedure https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises
Model or Locally Produced	Locally produced
Are changes to model policy or previous policy clearly identified (e.g. track changes)	Track changes used in draft
In the view of the HT is the policy related to High, Medium or Low Risk activity to the school	Low
What are the likely consequences to school of non-compliance	Escalation to LA and/or police
Are the governors/SLT accountabilities clearly identified	Yes
Are other accountabilities clearly identified	Yes
Are there any particular issues/risks associated with implementation/operation of policy	No
How will policy effectiveness be evaluated	Through HT reporting on any incidents recorded
How will HT report to governors on effectiveness and when	HT report
When will the policy next be due for renewal (for statutory compliance)	Autumn 2026
Does the policy impact on available resources	No



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Introduction

- All members of the school community have a right to expect that their school is a safe place in which to work and learn.
- Violence, threatening behaviour and abuse, including verbal abuse, against school staff or other members of the school community will not be tolerated. There should be 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.

This policy was drawn up using the DCSF guidance “Abusive behaviour on school premises” and the DCSF “Legal Toolkit for Schools” DfES 0504 2002.

Statement of Principles

The ethos of Elson Junior School encourages close links with parents and the community. The staff and governors believe that pupils benefit when the relationship between home and school is a positive one.

The vast majority of parents, carers and others visiting our school are keen to work with us and are supportive of the school. However, on the rare occasions when a negative attitude towards the school is expressed, this can result in aggression, verbal and or physical abuse towards members of school staff or the wider school community.

The governing body expects and requires its members of staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, all members of staff have the right to work without fear of violence and abuse, and the right, in an extreme case, of appropriate self-defence. We expect parents and other visitors to behave in a reasonable way towards members of school staff. This policy outlines the steps that will be taken where behaviour is unacceptable.

Behaviour

Types of behaviour that are considered serious and unacceptable and will not be tolerated:

- shouting at members of the school staff, parents or children either in person or over the telephone;
- physically intimidating a member of staff, parent or child eg standing very close to her/him;
- the use of aggressive hand gestures;
- threatening behaviour;
- shaking or holding a fist towards another person;
- swearing;
- using abusive/ offensive language
- pushing;
- hitting, e.g. slapping, punching and kicking;
- spitting;

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- racist, sexist, homophobic or transgender comments;
- breaching the school's security procedures. This is not an exhaustive list but seeks to provide illustrations of such behaviour.

Unacceptable behaviour may result in the local authority and the police being informed of the incident.

1. Action to be taken if an incident occurs

1.1 Incident report

If an incident involving violence, threatening behaviour or abuse does occur then an incident report form (Appendix i) 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. The pupil should read what has been written agree the contents and sign it.

Step 1: First Warning

The Headteacher will either speak or write to the person or persons perpetrating such an incident privately. (However, they may wish to have someone with them). If meeting with the person/s the Headteacher will have a note-taker at this meeting. It will be put to the person 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.

The Headteacher will write to the adult(s) following the meeting informing them that this conduct is unacceptable.

Step 2: Final Written Warning

If a second incident occurs involving the same person or persons, the Chair of Governors will write to the adult(s) giving a final warning (Appendix ii) 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 (LA) and/or the police. The process may be accelerated according to the level of behaviour.

Step 3: 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 need to be sought from



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members of the school community who witnessed the offence that they will be prepared to give evidence in court should the need arise.

Step 4: Involvement of the local authority and police

If following a decision to ban a person from the school premises, that person nevertheless persists in entering school premises and causes a nuisance or disturbance, such a person may be removed from the school premises as a trespasser and prosecuted under Section 547 of the Education Act 1996. They may also be charged with an offence under the Public Order Act 1986 or other such legislation.



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Appendix i

Abusive or Threatening Behaviour – Incident Report Form

1. Details

Date of incident:
Day of the week:
Time:
Location:.....

2. Member of staff reporting incident

Name:
.....
.....
Position:
.....
.....

3. Details of person assaulted / verbally abused

Name:
.....
.....
Job / Position (if member of staff):
.....

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

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5. Witness(es) if any

Name:
.....
.....
Address:
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.....
.....

Other information / relationship between member of staff / abuser if any



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6. Details of incident (please attach witness statement)

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Location of incident:

.....
.....

7. Outcome (see policy):

Step

Has abuser been involved in any previous incidents?

.....

Name and contact details of police officer involved / incident number:

.....
.....
.....

Form completed by:

.....

Signed:

Date:

Please return to the Headteacher as soon as possible. Appendix ii

ELSON JUNIOR SCHOOL

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Headteacher: Mrs Penny Shaw BA (Hons)

Assistant Headteacher: Mrs Sarah Taylor BA (Hons)

Dear

I have received a report from the Headteacher 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 Governors will not tolerate conduct of this nature on its premises and will act to defend its staff and pupils.

Violence, threatening behaviour and abuse against school staff 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. There is no place for violence, threatening behaviour or abuse in schools.

This is 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 (LA) and/or the police.

Yours sincerely

Chair of Governors