



### Abusive or Threatening Behaviour on School Premises Policy

<b>Date Policy approved and adopted:</b>	<b>June 2017</b>
<b>Date Due for review:</b>	<b>June 2020</b>

**ELSON JUNIOR SCHOOL**  
**POLICY FOR ABUSIVE OR THREATENING BEHAVIOUR ON SCHOOL**  
**PREMISES**

- 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.**

**ACTION TO BE TAKEN IF AN INCIDENT OCCURS**

**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 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.

**Reviewed and agreed by the Personnel and Finance committee on 14<sup>th</sup> June 2017**

**Reviewed : June 2017**

**Date of next review : June 2020**

**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)***

.....

.....

.....

.....

***5. Witness(es) if any***

Name:

.....

Address:

.....

.....

.....

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

.....

.....

.....

.....

.....

***6. Details of incident ( please attach witness statement)***

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

**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**

EXMOUTH ROAD, GOSPORT, PO12 4EX

Tel: 023 9258 3754

Fax: 023 9251 1291

e-mail: [ict@elson-jun.hants.sch.uk](mailto:ict@elson-jun.hants.sch.uk)



Headteacher: Mrs Penny Shaw BA (Hons)

Deputy Headteacher: Miss Penny Sherborne BA (Hons) MA NPQH

Assistant Headteacher: Miss Laura Sothcott BA (Hons)

Dear

I have received a report from HT 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