



# Archbishop Holgate's School

A Church of England Academy

## **POLICY FOR ABUSIVE OR THREATENING BEHAVIOUR ON SCHOOL PREMISES**

*This policy explains the procedures followed to ensure the school is a safe place to work and learn*

Approval Date: March 2017

Next Review Date: March 2019

Member of staff responsible: Head teacher

Governor's sub-committee responsible: Personal

Archbishop Holgate's School is committed to developing to the full, the potential of each member of the school community, within the context set by its mission, its strategic aims, and its Christian values as a Church of England Academy.

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## Vision and Values of Archbishop Holgate's School

As a Church of England school we strive to ensure that all of our young people are cared for, given every opportunity to develop through academic study, to grow personally and spiritually and to live into being those Values we hold dear in our community and in wider society. Our role as a Church school is to help nurture both academic excellence and to help shape young people who can make a significant contribution to the community they serve. Key to this is a clear recognition that all students have individual gifts and talents and with support every young person can flourish.

Archbishop Holgate's School is distinctive and effective as a Church of England school because our Christian vision and values are very explicit and drive all areas of school life. Our Vision is one which combines Values, Care and Achievement.

**“A threefold cord is not easily broken.” Ecclesiastes 4:12**

Through this vision we seek to be a Church of England School which is deeply Christian. As such, the three themes of our vision, Values, Care and Achievement are deliberately expressed in that order, our distinct Christian Values help ensure that every child is cared for as an individual and this in turn will help them to succeed academically.

Our school values of **Justice**, **Compassion**, **Forgiveness** and **Trust** have been embedded across our school community and permeate all areas of school life.



This policy is to complement our vision and values and to enable the school to allow all members of Archbishop Holgate's community to live them into being every day.

## **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 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.

### **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 1) will be completed by the member of the school community against whom the abuse was directed. In the case of this being a student a member of staff may complete the form on their behalf. The student should read what has been written and agree the contents and sign it.

- **Step 1: Verbal warning**

The Headteacher will speak to the person or persons perpetrating such an incident privately. (However, they may wish to have someone with them). It will be put to the person that such behaviour is unacceptable and an assurance will be sought that 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 more again that this conduct is unacceptable.

- **Step 3: Final written warning**

If a third incident occurs involving the same person or persons, the Chair of Local Governing Committee will write to the adult(s) giving a final written warning that this abusive and threatening behaviour is unacceptable, and that a repetition of this conduct will leave the governors no option but to issue a final written warning that the police may be contacted if there is a repetition of this conduct. The process may be accelerated according to the level of behaviour.

- **Step 4: MAT ban letter**

If such an incident recurs, or the initial incident is serious enough, the Governors will seek to enforce any action deemed necessary. This may involve the police and may result in a person or persons being excluded from the school premises.

- **Step 5: 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 47 of the Education Act 1996. They may also be charged with an offence under the Public Order Act 1986 or other such legislation (Appendix 2).

- All parents, even if excluded from school premises following action by the MAT, have a right to be informed about their child's educational progress. This could be achieved through a meeting with the parent or through a written report.

- Information of any incidents of abusive or threatening behaviour will be passed from the primary school to the secondary school on transition. This will include any information on verbal or written warnings.

**ABUSIVE OR THREATENING BEHAVIOUR ON SCHOOL PREMISES**

**INCIDENT REPORT FORM**

**1. Details**

Date of incident:

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Day of the week:

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Time:

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Location:

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**2. Member of staff reporting incident**

Name:

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Position:

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**3. Details of person assaulted / verbally abused**

Name:

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Job / Position (if member of staff):

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

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

Name:

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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:

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**7. Outcome (see policy):**

Step

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Has abuser been involved in any previous incidents?

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

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Form completed by: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to the Headteacher as soon as possible.

## **References**

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

### **Police involvement would make reference to the Public Order Act 1986**

(Criminal conduct / policy remit)

#### **Section 5 “Disorderly conduct”** (paraphrased)

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

#### **Section 4 “Threatening behaviour”**

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