St George's CE Infant and Preschool

Date of policy: December 2025
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Signed: *Victoria Harjette*

Signed (Chair of Governors)

Inspire, Believe, Achieve- Let Your Light Shine Matthew 5v16.

Be inspired with all our mind, believe in ourselves to achieve and flourish

The 6 Principles of Nurture:

The nurturing approach offers a range of opportunities for children and young people to engage with missing early nurturing experiences, giving them the social and emotional skills to do well at school and with peers, develop their resilience and capacity to deal more confidently with the trials and tribulations of life, for life.

1. Children's learning is understood developmentally
2. The classroom offers a safe base
3. The importance of nurture for the development of wellbeing
4. Language is a vital means of communication
5. All behaviour is communication
6. The importance of transition in children's lives

Introduction

Maintaining the safety and well-being of all staff is a priority for us at St George's Infant and Preschool and we are committed to providing, as far as reasonably practicable, a safe working environment which minimises the risk of violence or abusive behaviour towards its employees.

The school will not tolerate any form of violent or abusive behaviour towards any employee and will take a very serious view of instances where staff have been treated in this way.

This policy explains how steps can be taken to control and reduce the risk of violence and abuse and the support available to staff whom despite the precautions in place, find themselves the victims of such unacceptable behaviour.

What is violence?

At St George's Infant and Preschool we define violence at work as "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work". Verbal abuse and threats are also included in this definition. See further in policy for a breakdown of types of abuse.

Who is at risk?

Staff whose job requires them to deal with the public, particularly involves:

- providing a service e.g. office staff working in the reception area,
- education - teaching and support staff
- cash transactions
- delivery/collection

Assessing the risk of violence

The Governors and SLT are responsible for ensuring that the risk of violence is adequately assessed and appropriate safety measures are put in place.

Incident reporting

If an employee is subjected to violence or abuse in the course of their work, the SLT and governors must respond quickly to avoid any long-term distress to the member of staff concerned.

Staff must report all cases of violence or abusive behaviour to the Head Teacher or Deputy. The procedure for reporting violence is the same as reporting other work-related accidents. Some injuries resulting from acts of aggression may be reportable to the Health and Safety Executive. For detail please refer to the accident reporting procedures.

Support available

Debriefing - Victims may need to talk through their experience as soon as possible after the event and the SLT/Governors should ensure this option is provided by a colleague in the first instance or by another source if necessary.

Legal help - In serious cases the police should be contacted. The SLT/Governors must ensure their staff are aware of the arrangements for contacting the police.

If an employee wishes to press charges, he/she may, through the Headteacher and/or the Health and Safety Team, seek the advice of the Council's legal services to support and/or protect the member of staff concerned. Legal services staff are also available to answer any questions in respect of the incident that has occurred. They will also be referred to the County Support.

Legal Services may nonetheless advise employees who wish to make personal injury claim as to how they can make a claim through a separate firm of solicitors.

In addition to the above, members of recognised trade unions may also seek legal advice from their union.

Safety Precautions

- The environment at St George's Infant and Preschool is both welcoming and friendly and has a positive influence on attitudes and behaviour.
- Staff treat each other, the children and visitors to the school with respect.
- The school encourages payment for school activities via Parentmail or online payment facilities to minimise cash handling on the premises.
- Cash is accepted for charitable fund-raising events, this is stored in a secure safe in a locked cupboard.
- Large amounts of cash are not stored at school.
- Staff who take cash to the bank will do so at different times of the day, while it is transported in unobvious bags.
- The lone working risk assessment outlines the school's recommendations for working alone. No member of staff is encouraged to work alone.
- The entry system prevents unwelcome visitors from entering the building.
- Vulnerable members of staff e.g. office staff will receive personal safety training.
- The school site is secure from unwanted visitors.
- There is adequate security lighting around the school building in the staff car park. The car park is very close to the school building.
- The premises are monitored by a CCTV system.
- Members of staff are permitted to retain possession of their mobile phones at all time while on the school premises.
- All meetings are recorded in the school diary and visitors sign in and out.
- During parent's evenings the Headteacher is present around the school and the teachers do not work in isolated rooms but in the main hall.
- All members of staff may request another adult be present at any meeting.
- The school does not tolerate any verbal abuse on the premises.
- The school does not tolerate any aggressive or threatening behaviour on the premises.
- On occasions of a violent child, the class and adults will be immediately removed from the environment where the child is posing a threat.
- No member of staff must approach a violent child alone.
- All reported cases of violence, abuse or threatened violence or abuse will be treated seriously and sensitively.
- Any incident of violence, abuse or threatened violence or abuse will be reported to the governors and relevant parties as soon as possible.
- Any allegations of violence, abuse or threatened violence or abuse by a member of staff must be reported to the SLT or Chair of Governors if the allegation is against a member of the SLT.
- Staff are encouraged to discuss concerns and assess risks in the weekly staff meeting.

Statement of Principles

The Governing Body of St George's Infant and Preschool encourages close links with parents and with the wider community. We believe that pupils benefit when the relationship between home and school is a positive one. Furthermore, we believe it is an important principle that every member of our school community should treat everyone with respect and

consideration at all times. This is a fundamental principle we wish our children to learn by experience while at St George's Infant and Preschool.

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.

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

- shouting at members of the school staff, either in person or over the telephone
- physically intimidating a member of staff, e.g. standing very close to her/him
- the use of aggressive hand gestures
- threatening or abusive behaviour
- shaking or holding a fist towards another person
- swearing
- pushing
- hitting, e.g. slapping, punching and kicking
- spitting
- breaching the school's security procedure, e.g. failing to sign-in, entering school premises without permission

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.

Procedure to be followed

The school has a standard complaints procedure which can be found on the school's website.
If a parent, carer or other visitor behaves in an unacceptable way towards a member of the school community, the Headteacher or appropriate senior staff will seek to resolve the situation through discussion and mediation. If the individual is not satisfied with the school's response then they should be referred to the school's complaints procedure.

Where all procedures have been exhausted, and aggression or intimidation continue, or where there is an extreme act of aggression, either verbal or physical, the individual concerned may be banned by the Headteacher from the school premises for a period of time, subject to review.

In imposing such a ban the following steps will be taken:

1. the person will be informed, in writing, that she/he is banned from the premises, subject to review, and what will happen if the ban is breached, e.g. that police involvement or an injunction application may follow.
2. Where an assault has led to a ban, a statement indicating that the matter has been reported to the local authority and the police will be included.
3. The chair of Governors/Local Authority will be informed of the ban.
4. Where appropriate, arrangements for pupils being delivered to and collected from the school gate will be clarified.

Conclusion

The Local Authority itself may take action where behaviour is unacceptable or there are serious breaches of our home-school code of conduct or health and safety legislation. In implementing this policy, the school will, as appropriate, seek advice from the Local Authority's education, health and safety and legal departments, to ensure fairness and consistency.