



**Sutton Oak C.E Primary School**

*Goodban Street, Sutton, St Helens, WA9 3QD*

# **Dealing with Abusive or Threatening Behaviour on School Premises**

**November 2015**



**Believe, Achieve and Grow Together**

# Sutton Oak C.E Primary School

## Introduction

At Sutton Oak C.E. Primary School, we value the positive relationships forged with parents, carers and visitors to our school. We strive to make our school a place where we model and teach children the behaviour we expect.

All members of the school community have a right to expect that 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. 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 it will be reported to the Headteacher, or the Deputy Headteacher in his absence. If indications are that a public order offence or assault has occurred, the victim will be advised to report the incident directly to the Police. The member of staff should seek to establish the facts and if action on behalf of the school is deemed appropriate, then action in accordance with the guidance below should be taken:

### Step 1 – First Warning

The Headteacher will meet with the parent/visitor and make clear that the behaviour witnessed or reported was unacceptable and an assurance sought that such an incident will not be repeated. The signature of the Home School Agreement can be referred to or signed at this point. It should be stressed that any further incidents of unacceptable behaviour may result in the withdrawal of permission to be on the school premises. A record of the meeting should be logged and filed.

### Step 2 – Written Warning

If a second incident occurs involving the same person(s), then an Incident Report (See Appendix 1) will be completed. Confirmation from witnesses or other adults (Appendix 2) will also be completed. The Headteacher will write to the person who has allegedly been abusive and ask them to respond to the reported incident.

The Governing Body will consider both written accounts of the incident and seek confirmation of events from available witnesses. As a result, the Governors may write a final warning that the abusive and threatening behaviour is unacceptable and that a repetition of such conduct will leave Governors no alternative but to withdraw permission to be on the school premises for a fixed period. The outcome of the consideration to be recorded on Appendix 2.

### Step 3 – Withdrawal of permission to be on School Premises

If such an incident recurs, Appendix 1 will again be used to collect appropriate evidence for consideration by a panel from the Governing Body. The Local Authority would be involved to enforce any action deemed necessary by the Governing Body. This action should be recorded on Appendix 3. This may result in a person or persons being excluded from the school premises. As the Local Authority may consider taking

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legal action to enforce a ban, it will be necessary to seek an assurance from any members of the school community who witnessed the offence, that they need to 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 on entering the school premises, the police would be called immediately. Such a person may be removed from the school site 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 or other such legislation (Appendix 4).

### Note:

If it is felt that an individual is likely to immediately cause further serious threat or harm, an immediate temporary ban would be imposed by the Headteacher. An opportunity would then be given to explain the incident to the Governing body (Appendix 2), after which a decision would be taken whether to remove or extend the ban. (Appendix 3).

Policy Adopted by Governing Body November 2015

Signature *M. Hyland*

**Appendix 1**

**Abusive or threatening behaviour – Incident Report form**

Date of Incident: .....

Time: ..... Location: .....

**Person Reporting Incident:**

Name: .....

Position: .....

Contact Number: .....

**Details of the Person Verbally Abused:**

Name: .....

Position: .....

Contact Number: .....

**Details of the Incident:**

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Name of Witness(es) if any

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Contact Numbers:

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Appendix 3

**Outcome of Investigation by Governing Body**

Has named adult been involved in any previous incident? .....

Has a written warning previously been issued? .....

Name and Contact details of police officer involved and/or incident number:

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**Governing Body Panel Decision**

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Date .....

Governors Names

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## Appendix 4

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/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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