



1 Introduction

The New Charter Academy is concerned for the welfare and protection of its employees and other members of its community. It is recognised that the variety of services and jobs performed in education may give rise to a risk of violence and it is important to ensure that measures are put in place to reduce the likelihood of such incidents occurring.

Violence, threatening behaviour and abuse against employees or any member of the Academy's community will not be tolerated. Any person who assaults an employee or member of the Academy's community may be liable to prosecution.

2 Objectives

This policy supplements the Academy's Health and Safety Policy and will, so far as is reasonably practicable, ensure:-

- (a) a commitment to introduce, monitor and improve measures for combating violence at work to employees and other members of the Academy's community;
- (b) full support to any member of the Academy community who has been subjected to violence at work, in whatever form sustained. The reporting of incidences of violence will not be seen as an adverse reflection on the individuals' ability to perform their duties satisfactorily;
- (c) the monitoring and investigation of all reported incidents of violence and, where necessary, notification to the police;
- (d) the provision of legal advice and representation providing the person concerned was acting in accordance with his/her duties;
- (e) that where there is an allegation of violence against an employee by another employee, an investigation will be carried out and disciplinary action taken where appropriate.

3 What is violence

The Health and Safety Executive defines work related violence as:

"any incident in which a person is abused, threatened or assaulted in circumstances relating to their work"

Violence can take many forms which include:-

- physical force against an individual
- verbal abuse and threats (with or without a weapon)
- rude gestures – innuendoes
- sexual or racial harassment.

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Employees and other members of the Academy community may be at risk of violence from students, their parents, other employees, visitors and incidents involving intruders.

People will have different perceptions about behaviour they find threatening or offensive, or which causes distress rather than simple annoyance. Each reported incident should be treated seriously to ensure victims are aware of the Academy's commitment to this policy.

4 Responsibility

4.1 *The Finance and Corporate Services Director*

The Finance and Corporate Services Directors will be responsible for the day-to-day development and implementation of safe working practices for the Academy community. He/she will take all reasonably practicable steps to ensure that this policy is implemented, this will include:

- (a) reducing the risk of violence during work activities;
- (b) being alert to the possibility of violence occurring to staff wherever they may work;
- (c) a periodic review of working procedures;

4.2 *The Health & Safety Committee*

The Academy will have a Health and Safety Committee which will monitor all Health and Safety issues (including Violence at Work), within the Academy. The Committee will report to the Governing Body.

4.3 *The Health & Safety Manager*

The Health & Safety Manager will be a member of the Health & Safety Committee; he/she will be responsible for the day to day implementation of this policy which will include:

- (a) reporting all incidents of violence to the Governing Body, including completion of the Violence to Staff report form (see Appendix 1);
- (b) seeking the assistance of the police in cases where incidents escalate to a point where members of the Academy community may be at risk of violence and where there is any assault that results in injury;
- (c) ensuring that adequate training and instruction is provided to enable employees and other members of the Academy community to deal with incidents involving violence;
- (d) ensuring that the risk assessment process, which is a legal requirement, includes the identification of any potential hazards/risks involving Violence at Work;
- (e) maintaining own awareness and raising the Academy communities awareness of the potential sources of violence;
- (f) liaising with the Health and Safety Executive.

4.4 *All Employees*

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In addition to the duties and responsibilities outlined in the Academy's Health and Safety Policy all employees will comply with procedures set out for their protection and the reduction of violence at work. In the event of any occurrence of violence employees must ensure that a Violence at Work report form is completed and forwarded to the Health & Safety Manager. It is important to note that this form would be disclosable in any criminal prosecutions therefore it should be completed accurately, ensuring that the basic facts are recorded.

5 Dealing with Incidents on Academy Premises

- (a) If an employee or other member of the Academy's community is physically assaulted by a student the Executive Director should have the student removed from the premises;
- (b) any incidents of assault should be reported to the Health & Safety Manager and a Violence at Work report form should be completed;
- (c) where the act of violence causes actual bodily harm a medical statement should be taken;
- (d) if an implement is used in an attack, it should be held at the Academy, provided this can be done without undue difficulty or risk;
- (e) the Health & Safety Manager will always inform the police in cases of serious assault, i.e. any assault that results in injury;
- (f) the Health & Safety Manager must obtain factual written statements from anyone who witnessed the incident as soon as possible;
- (g) if the Academy chooses not to inform the police, it is the right of the person who has been attacked to make a complaint;
- (h) an employee who has been assaulted has the right to call for a Union representative to assist when a written statement is being prepared.
- (i) the Academy undertakes to counsel all victims of assaults and to keep them fully informed of all available support and measures that can be taken on their behalf.

6 Dealing with Incidents Off Academy Premises

- (a) It is the concern of the Academy if a member of its community is assaulted away from the premises where that assault arises in the course of, or out of the performance of their duties to the Academy;
- (b) if an assault takes place out of normal Academy hours, e.g. at weekends, the person assaulted may wish to involve the police immediately;
- (c) the Health & Safety Manager should be informed as soon as is practicable

7 Reporting and Recording Incidents

Some people may be reluctant to report incidents of violence, including verbal abuse and threats, as they may feel that accepting abuse is part of the job. However it is important to record all incidents to enable effective planning and management of potential problems.

Where a member of the Academy community has time off work as a result of an assault occurring when carrying out his/her duties, he/she may be able to claim industrial injury benefit. It is therefore important to report these types of incidents to the Health and Safety Manager who, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), has a duty to inform the Health and Safety Executive

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8. Monitoring, Evaluation and Review

The Health & Safety Committee will review the implementation and effectiveness of this Policy on an annual basis, unless legislative changes dictate otherwise. The recommendations of the Committee will be submitted to the Governing Body for consideration and, where applicable, approval.

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