



STANBRIDGE LOWER SCHOOL

POLICY FOR DEALING WITH INCIDENTS

Reviewed: January 2020

1. INTRODUCTION/RATIONALE

1.1 At Stanbridge Lower School we actively foster a strong link between home, school and the community. We believe this provides a strong sense of cohesion amongst staff, parents, community members and children and helps us all to communicate openly and honestly.

1.2 Governors and staff feel that everyone in the school community has a right to feel safe from violence, threatening behaviour and abuse and for these reasons, on the rare occasions where these behaviours are shown they support a "zero tolerance" approach to dealing with these incidents.

1.3 This document outlines the way in which the school will proceed in the event of any situation that presents violence, threatening behaviour or abuse against school staff, or any member of the school community.

2. AIMS

2.1 At all times the common purpose of this policy remains clear and that is to achieve zero tolerance of violence, threatening behaviour or abuse at Stanbridge Lower School.

2.2 To ensure all members of the school community and all visitors to the school, can be confident they are operating within a safe environment.

3. PROCEDURES

This document highlights the procedures the school will adopt in the event of such an incident.

3.1 If any member of the school community is subject to violence, threatening behaviour, or abuse we will ask

- From a child to an adult: We will make sure the victim and the perpetrator are safe and supported and contact the child's parent straight away informing them of the situation. The adult (victim) will be asked to complete an incident form giving time, location and circumstances of the incident. This will be recorded on Assessnet by the school office immediately after the incident. This then notifies the LA there has been an incident or a near miss. The Head Teacher will then risk assess the incident and put strategies in place to reduce the incident occurring again.
- Visitor/adult on premises: Staff will inform the person to leave the premises immediately or invite them into a room away from other people. A decision will be made at the time as to which course of action is more appropriate. The person dealing with the incident should always ensure they are not left alone with the offender and inform the Head Teacher as soon as possible. If the person is very aggressive and violent the police will be called. The Chair of Governors will be informed an incident has taken place. This will be recorded on Assessnet by the school office immediately after the incident. This then notifies the LA

there has been an incident or a near miss. The Head Teacher will then risk assess the incident and put strategies in place to reduce the incident occurring again.

3.2 Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance. If after due consideration we feel it necessary we will take legal advice on whether or not the perpetrator of the incident should be refused entry to the school site in future. If this proves necessary either the Head Teacher or the Governing Body will write to the offender informing the offender about this.

3.3 A model letter can be found on pages 11-17 of the DEFS booklet " A Legal Toolkit for Schools" which is kept with this policy. These can also be found in Appendix 1.

3.4 In the aftermath of any such incident we will decide whether or not any post traumatic action is appropriate.

4. REVIEW PROCEDURES

The school's policy will be reviewed when:

- 2 years have elapsed.
- There has been a significant change in staff, pupils or the law.
- The school wishes to review the policy.

Rosemary Godwin
Head Teacher
January 2020

This policy has been read, discussed and its implementation agreed by teaching and support staff.

This policy was ratified by the full governing body.

Date of Meeting:

Signed Chair of Governors.

Appendix 1

Record of Incident

Child's Name :			
Child's DOB :			
Male/Female :	Ethnic Origin :	Disability Y/N :	Religion :
Date and time of Incident :			
Your account of the Incident : (what was said, observed, reported and by whom)			

<p>Additional information : (your opinion, context of concern/disclosure)</p>	
<p>Your response : (what did you do/say following the concern)</p>	
<p>Your name :</p>	<p>Your signature :</p>
<p>Your position in school :</p>	<p>Date and time of this recording :</p>
<p>Action and response of DSP/Head Teacher</p>	
<p>Feedback given to member of staff reporting concern:</p>	<p>Information shared with any other staff? If so, what information was shared and what was the rationale for this?</p>
<p>Name: Date:.....</p>	