

Waterthorpe Nursery Infant School



Violence at Work Policy

February 2017

Approved by: Steering Committee

Date: 20th March 2017

Next Review Date: Spring 2020

This is a Local Authority adopted policy.

Introduction and Aims:

The Purpose of this policy is to minimise the risk to employed being subject to violence at work by putting in place a range of strategies. This policy reflects the intentions of the school and the council, its managers, employees and trade unions, to seek to continually improve performance in managing risks of violence.

Definition of Violence:

This includes not only physical attacks but threats and fear of violence, verbal abuse, racial, homophobic and sexual harassment and animal attack. It also includes violence towards an employee's family or damage to their property, which relates to the employee's work.

Requirements of the Policy:

A fundamental principle of this policy is that violence towards employees is unacceptable. The council and the management of the school will:

- Treat any incidents of abuse, threat or assault on its employees very seriously and will take appropriate action against perpetrators. Action may include involvement of legal services to gain an injunction to prevent the perpetrator entering the school grounds and/or the involvement of the police with a view to prosecution.
- Make information, advice, resources and training available to staff. This will include information on how to deal with complaints to be given to all staff and advice on personal and site security to be shared with staff through meetings and newsletters.
- Provide physical assault insurance to all employees through council policies. The council will inform employees of the terms and benefits.
- Provide employees with access to a critical incident plan and a critical incident debriefing where appropriate.
- Receive reports on the effectiveness of this policy and review the policy every three years or more frequently as necessary.
- Consult with trade unions, human resources officers and employees on violence issues.
- Provide a means for trade unions to call a case conference at corporate level if there is a serious incident, which they feel needs this approach. (This would be facilitated by human resource personnel.)
- Work constructively with our partners, contractors and other agencies in the city e.g. the police.

This Policy requires that:

- The governors and headteacher identify, assess, record and keep under review violence risks. They will develop working arrangements, provide appropriate equipment, resources, training and support to reduce and control violence risks. This includes regular consultation with staff and their representatives.
- The headteacher follows reporting arrangements and provides appropriate support to employees in line with violence at work guidelines and school planned procedures.

- Employees co-operate with the governors, headteacher and other colleagues in complying with any working arrangements made to reduce and violence control risks.
- Both corporately and in directorates, violent incidents will be monitored and information used to manage risks. To inform this, the headteacher will complete violent incident forms, when incidents occur, and will forward copies of these to the Health and Safety Department of the council.

This Policy will be reviewed in Spring 2020.

Equality Impact Assessment Template

Name of policy or project being assessed?	Date
Violence at Work Policy	7/2/17

Priority Level	
High	
Medium	
Low	x

Lead Officer: Helen Stokes
Members of the assessment team: Helen Stokes & Suzanne Marriott
Others involved in the assessment (peer review/external challenge): Steering Committee members

What are the aims of the policy or project? To successfully manage the risks of violence at work
Who is the intended customer/service user of this project or policy? Staff, governors, families, visitors and children
What are the desired outcomes from this project or policy? To have clear procedures in place to manage any violent incidents
List any other key policies, procedures, projects or strategies that this policy/project has implications on: Critical incident policy

What are the racial, disability and gender equality implications of the policy or project?	
Does the policy or project have any significant positive impact for: <ul style="list-style-type: none"> ▪ Different racial groups ▪ Disabled persons ▪ Men and women ▪ Boys and girls 	NO

<p>Does the policy or project have any significant adverse impact for:</p> <ul style="list-style-type: none"> ▪ Different racial groups ▪ Disabled persons ▪ Men and women ▪ Boys and girls 	<p>No</p>
<p>Do you have any evidence?</p>	
<p>Is there any way that you could reduce or eliminate the adverse impact or increase positive impact?</p>	

<p>Action to take :</p>			
<p>If you have indicated there is a negative impact, can it be justified?</p>	<p>YES</p>	<p>NO</p>	
<p>If you have indicated there is a negative impact and it cannot be justified, is it discrimination? N/A</p>	<p>YES</p>	<p>NO</p>	
<p>If you have answered YES, please list all the changes that you have made to eliminate this discrimination:</p>			
<p>Please state how will you monitor the policy or project?: Policy review (by staff/governors by dates on policy)</p>			

<p>Signed (Person completing the form):</p> <p style="text-align: center;"><i>H. S.</i></p>	<p>Date:</p> <p>Reviewed: 7/2/17</p>
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