



CHATHAM & CLARENDON GRAMMAR SCHOOL

ZERO TOLERANCE POLICY

Agreed by Directors: 29 January 2013

1. Introduction

Chatham & Clarendon Grammar School is committed to the creation of a culture and environment where employees may undertake their duties without fear of abuse or violence.

We are committed to:

- Ownership and responsibility for staff safety
- Introducing preventative measures to minimise the risk to staff
- Ensuring that all staff are appropriately trained
- Reporting and monitoring all incidents
- Communicating to staff to ensure awareness of policy and procedures
- Staff support including appropriate support in taking action
- Public Awareness of our Zero Tolerance Policy Statement
- Working with the relevant bodies, including the Criminal Justice Agency to influence how perpetrators should be dealt with

All staff have a vital role to play in protecting themselves, including participation in appropriate training, reporting of incidents and taking appropriate action against perpetrators of abuse or violence. The School has a responsibility to ensure that appropriate support is given to staff in such instances.

2. Purpose of this Policy

The purpose of this policy is to express the School's commitment to the management of violence to staff at work and will be supported by detailed operational procedures on how this policy will be implemented and monitored.

3. Scope

This policy will apply to all school employees, as well as to employees of external contractors.

4. Accountability

The Headteacher will be accountable for the effective implementation and monitoring of this policy across the organisation.

Responsibility for the day to day implementation will rest with the line management structure.

5. Definitions

- Non Physical Abuse – the use of inappropriate words or behaviour causing distress and/or constituting harassment or intimidation. This includes receipt of abusive telephone calls and all other forms of communication received from any source.
- Physical Abuse – the intentional application of force against the person of another without lawful justification resulting in physical injury or personal discomfort.

6. Role of Senior Managers

Senior Managers must, in consultation with staff and their representatives, carry out an assessment of the risk of violence within their working environment and within the scope of their responsibilities. They have an on-going duty:-

- To establish a safe system of working conditions for their staff including, where necessary, an assessment of the compatibility of the employees circumstances/condition with the workplace
- To ensure that a systematic assessment of training needs is carried out for staff within their area of responsibility
- To ensure that appropriate training is provided to and accessed by all staff
- To ensure that staff receive relevant and timely support including counselling following incidents of violence so they are enabled to evaluate and learn by experience

7. Role of Line Manager

Line Managers have a responsibility to:

- Ensure that their staff understand the policy and related operational procedures with regard to handling incidents of violence
- Ensure that where staff have identified an area of risk, a risk assessment is carried out
- Ensure that where staff are placed in imminent danger immediate action is taken to minimise or remove the danger
- Ensure that staff attend training appropriate to their area (as identified through the risk assessment process)
- Ensure that records are maintained of risk assessments and training
- Ensure that relevant reporting documentation has been completed
- Provide timely and appropriate support to staff who have been victims of abuse/violence
- Provide feedback to affected staff on action taken by the school

8. Role of Employee

All staff accept responsibility to:

- Consider the safety of others who may be affected by their actions or omissions
- To familiarise themselves with and follow this policy to bring to their managers' attention concerns relating to personal safety
- To participate fully in risk assessments conducted in their work area
- Participate in any training that is made available to them
- Report all incidents of violence or threatened violence to their Line Manager

- Record details of incidents on an appropriate report form
- Contribute towards reviews concerning any violent incidents in which he/she has been involved

9. Training

Training required by all employees will be assessed. All training needs identified will be arranged, and it will be the responsibility of the Line Manager to ensure that all staff attend appropriate training. The Line Manager will keep records of training attended.

10. Reporting, Investigation and Monitoring

All incidents of abuse or violence to staff must be formally reported to their Line Manager.

All incidents should be investigated and reviewed by the Line Manager to ensure that control measures are appropriate.

Monitoring of all incidents will be carried out by the relevant Senior Manager and any follow up action required will be assessed to ensure that it is appropriate and has been carried out.

Monitoring of trends will be carried out by the Headteacher to identify particular problem areas in order to anticipate future preventative action.

Trends will be reported to the Governing Body by the Headteacher.

The School will ensure that members of the public accessing its facilities are made aware of its commitment to zero tolerance of abuse or violence against staff including what actions the School may take against perpetrators.

11. Staff Support

In the event of an employee becoming a victim of abuse or violence at work the School will ensure that appropriate support is given.

12. Liaison with Police

Where physical injury or threatening behaviour has been suffered by a member of staff it is important that the matter is referred to the police for investigation.

The School will support the police when undertaking a criminal investigation with a view to prosecution. It is important that staff affected co-operate in this process.

Action taken as a result of harassment or intimidation – the School reserves the right to refuse any perpetrators of actual physical violence, threats, harassment or intimidation, access to the school without consent from the Headteacher.