



KEEPING OUR ACADEMIES SAFE POLICY

SHINE Multi Academy Trust

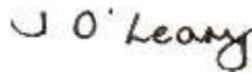
Management log

Document	Keeping Our Academies Safe
Author	CEO
Person responsible for the document	CEO
Date approved	17 th December 2024
Date issued	9 th January 2025
Review period	Annually
Next review	Spring 2026

Signed



Signed



Chair of the board

CEO

Related Policies

- Child Protection and Safeguarding
- Complaints
- Equality
- Whistleblowing

All above policies are available through our academies local servers, directly through SHINE or through the Trust website www.shine-mat.com

Contents

1.	Equal opportunities statement	4
2.	Statement of principles.....	4
3.	Definition of ‘violence and aggression’	4
4.	Examples of behaviour classed as ‘violence’ or ‘aggression’	4
5.	General policy	5
6.	Roles and responsibilities.....	6
7.	Violence and aggression.....	7
8.	Risk assessment	7
9.	Preventative strategies	8
10.	Lone working.....	11
11.	Responsive measures.....	12
12.	Employers liability	14
13.	Legal advice and support	14
14.	If an employee is alleged to have committed an offence	15
15.	If a third party claims compensation.....	15
16.	Exclusion of pupils.....	16
17.	Warning letters	16
18.	Training	16
19.	Reporting procedures	16
20.	Further support and advice.....	17

1. Equal opportunities statement

1.1 The SHINE Multi Academy Trust (SHINE) is committed to promoting equal opportunities and all stakeholders¹ will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (protected characteristics).

2. Statement of principles

2.1 SHINE will ensure compliance with the relevant legislation with regard to the requirements and responsibilities in relation to the management, prevention and reporting of aggressive and violent behaviour involving pupils, staff and visitors. The SHINE board of trustees (board) will ensure best practice and extend the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

3. Definition of ‘violence and aggression’

3.1 SHINE defines the term as: ‘Any incident in which an employee is abused, threatened or assaulted by another person in circumstances arising out of the course of his or her employment.’

3.2 This applies whether the member of staff is on or off duty and is irrespective of the status of the perpetrator.

3.3 This definition is based on advice from the Health and Safety Executive.

4. Examples of behaviour classed as ‘violence’ or ‘aggression’

- kicking
- biting
- punching
- poking or pushing
- spitting
- scratching
- head butting

- tripping
- actions that restrict movement
- unwanted physical contact which results in no injury
- use of weapons
- use of missiles
- swearing
- other verbal or written abuse which causes personal offence or distress
- sexual, racial or other harassment
- bullying
- intimidation
- damage to personal property
- other aggressive behaviour – shouting, posturing, gestures, insults, innuendo, unreasonable demands or blackmail

5. General policy

5.1 Violence and aggression are unacceptable, and no member of staff should be required to endure either as a normal part of their work. However, given the nature of the services we provide it is acknowledged that some staff may, on occasion, encounter violence or aggression. In these circumstances, reasonable measures are to be applied to eliminate or minimise the risks.

5.2 These measures go beyond basic compliance with statutory duties because SHINE, and its academies, recognise the wider benefits of effective procedures for the prevention of, and response to, incidents of violence and aggression.

5.3 A system of risk assessment will be used to determine the best measures to safeguard staff. The range of measures to be applied, including training for staff, is set out later in this document.

5.4 All incidents of violence and aggression at work must be reported using the procedures referred to later in this document.

5.5 When an incident takes place, support will be offered initially by an appropriately experienced member of the SHINE team or one of its academies' leadership team and then, if necessary, by

external services. The range of measures to be applied is set out later in this document and should be offered as appropriate to the incident. Individuals are encouraged to identify any additional support they may need. Staff are expected to take account of their own safety when considering their actions in intervening in violent incidents between children or adults using the academy.

5.6 The board has produced this policy for the benefit of all staff in their academies, including trustees and local governors. The board will support the implementation of the policy within their academies and will monitor its effectiveness. However, it is the local governors and the headteacher of each academy who have the responsibility to ensure that it is applied on a day-to-day basis.

6. Roles and responsibilities

6.1 The CEO together with the headteachers, are responsible for providing the direction of this policy through consultation with relevant stakeholders and for ensuring that the SHINE academies are supported in implementing the policy.

6.2 The CEO and headteacher in each academy will:

- ensure that risk assessments are carried out across all work activities that they control and that appropriate measures are implemented commensurate to those risks. Guidance on risk assessment is given below;
- ensure that all staff identified through the risk assessment process, receive training at appropriate intervals in skills that can be used to minimise risks to personal safety. The range of training to be considered is set out in a later section;
- ensure that all staff are provided with clear instructions in respect of reporting incidents of violence and aggression and that all such reports are thoroughly investigated and responded to;
- offer and provide appropriate post-incident support to staff;
- monitor the effectiveness of this policy;
- ensure that all staff know about their responsibilities and of the measures used within the workplace to counter violence and aggression.

7. Violence and aggression

7.1 Individual members of staff are responsible for:

- following working procedures and risk assessments;
- reporting likely or actual incidents of violence or aggression;
- taking due regard of their own personal safety and well-being and for withdrawing from a situation where the risk of actual or potential violence or aggression is high. An exception to this would be where any formal plan (e.g. a care plan) relating to a pupil, required an alternative, prescribed course of action to be followed.

8. Risk assessment

8.1 Risk is defined as 'the likelihood of harm'. The significance of a risk depends upon the severity of the possible outcome and the number of people who may be affected. All risks are to be managed before harm occurs – that is to say, adopting a proactive approach rather than a reactive one.

8.2 The CEO / headteacher will identify staff to carry out risk assessments and ensure that they are adequately trained. Training can be organised by the SHINE team as requested. These assessors will identify the potential for significant harm to either staff or others arising from work activities. This includes the potential for violence or aggression. Assessment of the risks of violence may need to be done in conjunction with specialists from other fields or agencies.

8.3 These assessments should not be confused with those made for an individual pupil, through a formal plan such as a care plan or an individual education plan. They are different and should be separate because the risk of violence or aggression from a pupil may extend beyond the staff that might normally be expected to have access to the agreed plan. In the case of care plans, these individual assessments should be taken into account when preparing the risk assessment.

8.4 Additionally, each academy will be assessed at least annually to establish the extent to which they offer a safe and comfortable environment likely to minimise the likelihood of violence and aid control should it occur. The CEO will carry out this assessment.

8.5 Risk assessments will seek to establish the risk to staff after taking into account:

- information about children or adults using the academy, including the frequency and severity of any previous incidents;

- frequency and nature of the contact;
- experience and training of the member of staff;
- location;
- adequacy of existing precautionary measures.

8.6 In some cases, this information can only be established through consultation with others who come into contact with or hold relevant information about those using the academy.

8.7 The risk assessor should identify any necessary measures and ensure that named individuals accept the responsibility to act upon them within an agreed timescale commensurate with the risk.

8.8 All significant risks should be recorded on a risk assessment form. Assessors and the CEO / headteacher are responsible for ensuring that the outcomes of assessments are made known to all relevant personnel.

8.9 All assessments will be reviewed at least annually but more frequently if enhanced risks are identified or whenever relevant circumstances change. Assessments should be reviewed after each incident.

9. Preventative strategies

9.1 General security

9.1.1 Each academy will need to be open to the public at some points, wholly or in part.

9.1.2 Uncontrolled access to all areas may expose some staff to unnecessary risk. All buildings, therefore, must be assessed to identify which parts need to have restricted access achievable through security locks.

9.1.3 Keys and door entry combinations should be restricted to authorised personnel only and combinations should be regularly changed.

9.1.4 Systems to register all visitors, including the use of identification badges, can help minimise unauthorised access. Staff should challenge any unauthorised persons. Registered visitors should check out and return their badges after use.

9.1.5 A means of summoning emergency assistance should be available in areas where there is a significant possibility of encountering violent or aggressive behaviour. Any such system must be

regularly tested including the reaction to the alarm from other staff. The immediate environment around each premise should be as free as possible from debris or loose materials that could be used as missiles.

9.2 Suitable working environments

9.2.1 All public areas should be well signed.

9.2.2 The academy reception areas should be appropriately staffed and kept in a clean, well-lit and comfortable state with, where practicable, adequate space and sufficient seating for visitors. Using waiting areas as thoroughfares should be avoided if possible

9.2.3 Rooms allocated for meeting with members of the public should be carefully arranged to put people at ease and ensure that the risk of aggression is minimised while maintaining the need for confidentiality. Staff should sit between the interviewee and door to ensure a swift exit. The room should not be lockable from the inside and wherever possible there should be a vision panel to enable checks to be made by other staff, when necessary. Other safety measures may include the selection of ornaments that are ineffective as weapons.

9.2.4 All external areas used during hours of darkness must be adequately lit.

9.2.5 Classroom layout will be governed by space and teaching needs but wherever possible staff should base themselves in a position which allows sight of all entrances and immediate access to at least one of them.

9.3 Working practices and patterns

9.3.1 The following guidance applies to all academy staff although some may be more relevant to particular circumstances. Staff should recognise that their own attitudes and modes of behaviour are likely to be reflected by those using or coming into contact with the academy.

9.3.2 Before meeting a visitor, staff should refer to any information available about that person's potential for violence. For this to be an effective precaution, it is essential that all relevant information about previous incidents is recorded and shared with staff. If it is anticipated that a visitor may display aggressive behaviour, then staff should consider whether to meet with that person alone and should prepare their responses to any violent or aggressive behaviour in advance of the meeting.

9.3.3 Staff should avoid working in isolation, particularly out of normal hours. After evening functions, staff should consider leaving in groups rather than individually.

9.3.4 If telephone callers become abusive or threatening, staff may issue a caution along the lines of, 'if you continue to be abusive, I shall put the telephone down', and then do so if the caller persists.

9.3.5 Whenever working away from an academy, staff must always ensure that a colleague has details of their programme and whether or not you are intending to return to the academy. Local procedures must be in place to respond to concern about the non-arrival or return of colleagues. (See Section 10 on Lone Working).

9.3.6 When travelling by car or cycle, staff should ensure that the vehicle is roadworthy, that the route is planned, that the foot journey at their destination is as short as possible and that vehicles are left in well-lit and secure areas.

9.3.7 Staff should avoid wearing clothing or jewellery that could be grabbed and used to inflict injury on the wearer.

9.3.8 Staff involved in emergency responses should take account of the advice within this section as far as is possible and should not, in any circumstances, place themselves or colleagues at undue risk.

9.3.9 It is essential that any member of staff, receiving any information indicating that a pupil, parent, or visitor may pose a risk to staff, logs this information appropriately

9.4 Physical intervention (Positive Handling – Pupils)

9.4.1 All staff and those whom the CEO / headteacher has temporarily put in charge of pupils have a legal power to use reasonable force.

9.4.2 The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.

9.4.3 Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a pupil needs to be restrained to prevent violence or injury. 'Reasonable in the circumstances' means using no more force than is needed.

9.4.4 Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.

9.4.5 Staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

9.4.6 The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances. However, staff cannot use force as a punishment – it is always unlawful to use force as a punishment.

9.4.7 All instances of physical intervention must be recorded in accordance with relevant policies.

9.4.8 All staff who may be potentially involved in physical intervention must have access to the advice referred to in this document and any other local guidance that has been produced.

9.5 Self defence

9.5.1 Leaving or getting away is often the best defence using any pretext that may work but individuals do have the legal right to defend themselves, or others, if attacked. The amount and degree of defensive force used must be proportional to the level of risk being faced. This will depend upon the circumstances. You do not have to be hit first if you are in genuine fear of being injured.

9.6 Protective equipment

9.6.1 Personal protective equipment may provide a degree of protection or reassurance to staff in some circumstances. Risk assessments should identify when equipment should be issued to staff and it should only be issued once information and training in their use has been provided.

9.6.2 If personal alarms are issued, they need to be carried so that they are easy to reach in an emergency. They may deter an attacker but may also aggravate a situation.

9.6.3 Mobile telephones can be used to summon assistance or to obtain information from colleagues that may help to defuse a situation.

10. Lone working

10.1 The nature of our activities is such that many employees are sometimes required to work alone and / or away from their academy and / or out of normal school hours.

10.2 The risk of violence and aggression towards staff increases in a lone working situation and therefore all lone working activities will be subject to a risk assessment. The CEO / headteacher must assess the situations, either generically or individually, and ensure that reasonable, practicable precautions are implemented. Note - those assessed at high risk must not be allowed to continue.

10.3 If the perceived risk warrants it, such precautions might include:

- cancelling the visit / appointment / meeting;
- re-arranging the venue;
- re-scheduling the time of the visit / appointment / meeting;
- specific selection of staff;
- additional staff being present;
- providing detailed information to colleagues about your intended itinerary;
- training in conflict diffusion techniques for staff.

10.4 In addition to these higher-risk precautions, all lone workers must log, with an administrative officer, their intended movements throughout any lone working period during school hours. The log should include information which will allow your movements to be traced should you fail to return safely either to the school or your home. Note that the carrying of a mobile phone does not abrogate this requirement, as you may be unable to receive a signal or be incapacitated from using it. For low-risk lone working periods after normal school hours, then it is sensible to inform someone at home of your itinerary and of the action to take should you fail to arrive home. If there is no suitable person at home, then staff may, for their own reassurance, want to arrange a system whereby a colleague is primed to alert someone if confirmation of a safe return is not made.

10.5 A locally arranged escalating procedure must be in place to alert the CEO / headteacher if any member of staff is unaccounted for at the end of any high-risk lone working period or in any other circumstances giving cause for concern.

11. Responsive measures

11.1 Short-term debriefing

11.1.1 The nature and level of action following an incident will depend on the circumstances of each case. Some 'minor' instances may not require any action, but it is important that no incident is dismissed as being too trivial to deal with without first exploring the effect of it with the member of staff involved.

11.1.2 Immediately after an incident, the CEO / headteacher will ensure that all necessary first aid or medical treatment is arranged.

11.1.3 It is probable that the victim will want to talk about the incident but may be feeling distressed or guilty. It is important that sensitive support is given at this point. The CEO / headteacher should be aware that other colleagues are likely to be seen as primary emotional supports and this may require some flexibility about the normal work routine continuing. Further opportunities to talk about the incident should be provided after a period for reflection.

11.1.4 All parties involved in the incident should write down their thoughts and recollection of the incident as soon as they feel able to. The staff member should be reminded of the local procedures for accessing a counsellor and that a trade union or professional association representative may be present at any meeting where a discussion of the incident takes place.

11.1.5 All incidents should be formally acknowledged. This may be orally and/or in writing. The board recognises that the staff member involved may have a need for a specific type of acknowledgement.

11.1.6 The CEO / headteacher should review risk assessments and care and support programmes in the light of the incident. This should include the sharing of information protocol to ensure that all staff and other agencies are made aware of risks.

11.2 Longer-term debriefing

11.2.1 Victims of violence or aggression may need time to come to terms with the implications of the incident. The Trust should be alert to the possibility that the member of staff is underestimating his or her own needs.

11.2.2 Other staff who may have witnessed the incident or are likely to come into contact with the aggressor should be given information about the incident and its implications. It may be useful to arrange a staff meeting to discuss feelings about the incident and assess its impact.

11.2.3 Any staff development needs that are highlighted by the incident should be addressed.

If a member of staff is absent from work for a lengthy period following the incident, the Trust's HR Department and Occupational Health Service can provide advice.

11.3 Counselling

11.3.1 CEO / headteacher should refer employees to the Occupational Health Service (OHS), where there are welfare or attendance issues that appear to be related to the violence or aggression incident. The OHS will provide appropriate recommendations for supporting such employees. When the occupational health professionals consider that an employee could benefit from counselling, this will be made clear in the report supplied to the board.

11.4 Change of duties

11.4.1 The staff member and their line manager should agree any need to alter work duties as a result of the incident. This should be done such that the member of staff is not put under duress or made to feel guilty.

11.5 Involvement of the police

11.5.1 The police should be informed of all incidents where a member of staff has been assaulted. In some circumstances, the member of staff may not wish the police to be involved. However, the CEO having received a full report from the headteacher has the final decision and may judge that the wider protection of the community requires that a report be made to the police, notwithstanding the wishes of the individual.

11.5.2 If, during the course of the incident, a child is assaulted or abused, this must be reported in the first instance to the LADO (Local Authority Designated Officer) for Allegations, who coordinates the local multiagency response.

12. Employers liability

12.1 Employees may also contact the Criminal Injuries Compensation Authority. Details can be found at www.cica.gov.uk. In order to pursue a claim, the incident must be reported to the police within 24 hours and to the Criminal Injuries Compensation Authority within one year.

13. Legal advice and support

13.1 If an employee is a victim of an assault which gives rise to criminal proceedings, then the Crown Prosecution Service and Victim Support can give information relating to the criminal process. The Trust cannot bring a civil action for damages on his/her behalf, save to the extent that this is necessary in order to request an injunction to prevent further assaults or harassment. If

an injunction is to be sought against the perpetrator, the board's appointed solicitor can advise on each case as to whether the circumstances justify such an application or whether alternative action may be more suitable.

13.2 Any employee who believes that they have suffered harm as a result of a work-related incident should seek independent advice as to any civil claim they may have. The Trust's Employers Liability insurance will apply where legal liability is established against the Trust or any other employee.

13.3 Employees may also contact the Criminal Injuries Compensation Authority, as outlined above.

14. If an employee is alleged to have committed an offence

14.1 If an employee is the subject of a criminal investigation as a result of allegations made by one of the SHINE's stakeholders, the board cannot provide legal advice or representation to that individual. This is so, even where it appears that the employee has followed procedures.

14.2 If the police decide to take action against a member of staff then the board will be as supportive as the merits of the case allow. However, the board is also unable to provide financial assistance to an employee to seek his or her own legal advice and representation from another source. Nor can it reimburse an employee's legal costs in the event of a prosecution not proceeding or ending in an acquittal.

14.3 In light of these two paragraphs, it is strongly recommended that staff consider membership of an appropriate Trade Union. Alternatively, staff may want to consider the possibility of taking out private insurance cover for such eventualities.

15. If a third-party claims compensation

15.1 Where an employee is the subject of civil proceedings arising from an incident in which a third party alleges injury, the matter will be dealt with under SHINE's insurance arrangements, thus protecting individual employees. The only circumstances where employees may find themselves outside the protection of SHINE's insurance are where criminal acts have been committed or where the individual has been negligent.

16. Suspension/Exclusion of pupils

16.1 SHINE have implemented an Suspension and exclusion policy, and this has been published on the SHINE website. Statutory guidance on excluding pupils from an academy can be found on the Department for Education 'exclusion' webpage.

16.2 In the event of a permanent exclusion, reference should be made to the exclusion policy and the parent must be given a chance to make any representations before any decision is implemented.

17. Warning letters

17.1 SHINE;s central team, in the knowledge of the CEO, will prepare a warning letter subject to satisfactory evidence to ensure the headteacher can issue a warning letter to any adult who has committed a serious act of violent, abusive or aggressive behaviour.

17.2 The chair of the board will consider the content of the warning letter and any subsequent response from the adult and decide whether it is necessary to ban the parent from site. A letter outlining the chair's decision will be sent (as necessary the chair will seek legal guidance).

17.3 The board will review the ban and write to the parent explaining their decision.

17.4 Our policy on dealing with abusive parents further clarifies SHINE's process for dealing with abusive parents.

18. Training

18.1 Staff who are likely to be at risk from violence will require some level of training. The type and frequency of training will differ according to the nature of the risks faced. The board will identify and provide suitable training in skills that may include de-escalation techniques, breakaway techniques, and the use of force to control or restrain.

19. Reporting procedures

19.1 Full guidance on the reporting of incidents is given in the Health and Safety Policy.

19.2 Only by reporting incidents can working practices and procedures be adjusted to provide as much protection for staff as is possible. The accumulative effect of several minor incidents can be just as harmful as that from those of a more serious nature and staff should not overlook these 'lesser' incidents.

19.3 The board will use these reports to identify measures that can reduce the likelihood of any recurrence as well as spotting regular or repeated perpetrators and victims. All reports will also be monitored centrally, and regular cumulative reports will be compiled to identify trends and areas for further action. The CEO / headteacher should be aware that if a major injury is attributable to an act of non-consensual violence for a work-related incident, then the incident must be reported to the Health and Safety Executive without delay by either telephoning 0845 300 9923 or online by going to www.riddor.gov.uk. Where an injury results in an absence of more than 7 days from normal work duties then the Health and Safety Executive must also be informed online by going to www.riddor.gov.uk.

20. Further support and advice

20.1 Some other useful contacts are:

Health and Safety Executive <http://www.hse.gov.uk/> Tel:0117 988 6000

Department for Education <https://www.gov.uk/contact-dfe> Tel: 0370 000 2288

British Association for Counselling & Psychotherapy <http://www.bacp.co.uk/contact/> Tel: 01455 883300 Email: bacp@bacp.co.uk

Victim Support East Midlands <https://www.victimsupport.org.uk/help-and-support/get-help/support-near-you/east-midlands> Nottinghamshire Tel: 0300 303 1967 or Derbyshire Tel: 0800 612 6505

Criminal Injuries Compensation Authority Alexander Bain House, Atlantic Quay, 15 York Street, Glasgow - G2 8JQ Contact form: <https://www.gov.uk/government/organisations/criminal-injuries-compensation-authority> Claim enquiries: 0300 003 3601