



## Staff Safety Policy

### Rationale

All staff require a safe working environment, free from physical or verbal abuse. This will allow staff to do their jobs to the best of their abilities without the threat of mental or physical harm.

### Purposes

The purpose of this policy is to set out the acceptable standards of behaviour and the appropriate action that should be taken if there is a real or perceived threat to the safety of any member of staff.

### Guidelines

Conker Club is a place in which everyone should be accorded the respect due to them as a member of the after school community. Adult communications (verbally or in writing) should be conducted by both parties

- politely
- without aggression in voice, action or word

In the event of a member of staff receiving an abusive written communication they should:

1. Inform the Manager, Lorraine Oliver or a member of the Committee and ensure they give them a copy of the letter / note in question.

In the event of a member of staff being or feeling threatened they should:

1. Take reasonable steps to get support from another adult preferably the Manager, Lorraine Oliver or deputy manager Beverley Cole.
2. If/when they feel safe to do so, ask the person causing the threat to leave the school property
3. Feel able to terminate the conversation, reporting the events immediately to the most senior member of staff available, who will investigate what has happened and speak to the person / people concerned to reinforce the terms of this clubs policy.

All parties should recognise that different individuals will likely have different tolerances to threatening behaviour and their feelings and actions should be respected. Nevertheless where matters are investigated further by the SLT they will apply the standard of the "reasonable person" to consider whether or

not the behaviour is unacceptable and if appropriate seek to mediate between the parties to resolve differences.

In the event of a member of staff being physically assaulted they should:

1. Immediately leave the meeting and seek a place of safety
2. Make contact with the Manager.

If an incident is reported to the Manager she will:

1. Ensure that the member of staff is safe and that their well being has been protected;
2. Investigate the events leading to the incident being reported to establish the facts and to decide on an appropriate reaction;
3. If appropriate, take steps to ensure that there is no repetition, by contacting the person who is allegedly responsible for the assault and arranging to meet them to discuss what happened;
4. Decide if an order restricting that person's access to the school's site is an appropriate course of action, ensuring that guidance is sought from the LA's legal services if this is necessary;
5. (Report the incident to the police in the case of a physical assault.)
6. Report the incident to the Headteacher.
7. Contact the sender, in the case of an abusive written communication, to discuss the note/letter, reminding the sender about this policy and the unacceptable nature of such a communication. (If further abusive communications are received, it may be necessary to insist that all further communications are via the Manager.)
8. Conker Club maintains its right to withdraw a child's place in the case of on-going incidents.

The Manager will regularly remind the after school community of this policy by means of annual renewal of policies and procedures and through making it available on the school website.

### **Conclusion**

It is reasonable for Conker Club staff to be able to work in a safe environment free from the fear of threat or actual assault. Conker Club will robustly uphold the terms of this policy to ensure that it meets its duty of care to the staff.