Sandy Lane Nursery and Forest School
"Nurturing curiosity and inspiring imagination"



2026-27
Health & Safety Policy

Violence and Aggression Policy
Part 2 of 3

Violence and Aggression

DOCUMENT STATUS

Produced By	Version	Date	Action
Sandy Lane Nursery and Forest School	1	29.10.13	Adopted by Sandy Lane Nursery School Premises, Health and Safety Committee
		21.05.15	Annual Review
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		28.09.17	Annual Review
		27.09.18	Annual Review
		01.10.19	Adopted by school's Resources Committee
		29.09.20	Adopted by school's Resources Committee
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		07.10.25	Reviewed by school's Resources Committee
		20.10.26	Reviewed by Resources Committee

Legislation

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Safety Representatives and Safety Committee Regulations 1977 (a) and The Health and Safety (Consultation with Employees) Regulations 1996 (b)

This policy should be read with due regard to the UK Data Protection Act 2018 and the EU General Data Protection Regulation 2018

Approval

Governing body free to delegate to a committee of the governing body, an individual governor or the headteacher

Review Frequency

Annually

Violence and Aggression Policy

Statement of Intent

The governors of Sandy Lane Nursery and Forest School realise their health and safety responsibilities and will take all reasonable practicable steps to safeguard members of staff, pupils and visitors to the premises.

In dealing with violent and aggressive behaviour, the governors will, to the best of their ability, ensure that the following systems are in place, understood and acted upon in an attempt to deal with a problem which is giving increasing cause for concern.

In summary, the school will address the following issues:

- The code of practice will be brought to the attention of all staff who work in the school
- Wherever practicable, the measures outlined in the policy will be observed and implemented
- Staff who have been subject to assaults, in the form of physical or verbal abuse, will be fully supported by the school's senior management team (SLT), and incidents will not be regarded as an inability to perform their duties satisfactorily
- All incidents reported by members of staff will be fully investigated by a member of the school's senior management team
- The police will be contacted (with the agreement of the member of staff)
- Staff will be encouraged to involve the representative of their recognised trade union or teaching association
- Legal advice will be made available in cases which the police will not prosecute, and which the individual wishes to pursue
- Warning letters will be prepared and issued by the local authority (LA), as appropriate, to people who threaten or verbally abuse members of staff
- Senior members of school staff will ensure that all assaults on members of staff are investigated and reported to WBC's Health and Safety Team

Risk Assessment on Violence and Aggressive Behaviour

As part of the strategy to combat incidents of violence and aggressive behaviour, the headteacher will arrange for the following actions to be undertaken:

- To bring this document to the attention of all staff employed in their establishment
- To consider the arrangements already in place to combat this problem
- To complete the risk assessment exercise using the pro-forma enclosed
- On completion of the risk assessment exercise, review and revise arrangements as required

Reporting and Recording of Incidents

The governors will ensure that all incidents of violence and aggressive behaviour are reported to the headteacher. Any preventative measures arising from the incident will be considered by the governors and implemented where practicable.

Role of the Police

In the event of an assault or serious incident, the headteacher will contact the police and make arrangements for suitable interviewing facilities to be made available. It is important that the designated member of staff is fully aware of the circumstances in which the police are to be contacted.

Monitoring the Effectiveness of Measures

It is important that all incidents are reported and investigated in accordance with this policy. The headteacher/governors should consider the reports and the circumstances surrounding the incident and look out for trends in terms of the personnel involved, particular rooms or areas in school, pupils involved, etc. If the strategies for dealing with the problem appear to be ineffective, governors should consider their arrangements and amend that as appropriate.

Support for Staff Involved in Incidents

All staff in school will be made aware of systems to deal with incidents of violence and aggressive behaviour and the school's senior management team will be accessible and able to provide support and assistance to staff who have been involved in such an incident.

Monitoring, Evaluation and Review

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

APPENDIX

RISK ASSESSMENTS
VIOLENCE AND AGGRESSION

HAZARDS	PRECAUTIONS AND PREVENTATIVE MEASURES	OBSERVATIONS	ASSESSMENT OF RESIDUAL RISK
Assaults from pupils	◦ Policy in place ◦ Code of behaviour communicated to all pupils and parents ◦ Exclusion system in place for violent assaults on staff and fellow pupils ◦ SLT to be trained/briefed on school procedures	▪ All staff should be made aware of school procedures/policies ▪ School operates system in accordance with pupil behaviour policy (ie, Positive Handling Policy) ▪ Used only as final sanction, procedures in line with behaviour policy ▪ Headteacher/SLT to oversee	LOW
Assaults from Parents	◦ Appropriate interview facilities available ◦ Where problems anticipated, additional member of staff to attend ◦ System in place to deal with aggressive parents ◦ Reception facilities appropriate ◦ Parents dealt with by member of SLT	▪ Avoid isolated areas, utilise facilities with vision panels or arrange for other members of staff to monitor ▪ Means of raising alarm in emergency ▪ Ensure staff are aware of potential problem parents ▪ Ensure staff are aware of procedures and SLT aware of their responsibilities ▪ Layout of furniture and nature of room appropriate ▪ Parents to be dealt with promptly and in suitable facilities	LOW
Assault from Intruders	◦ Access control system in place, reception area manned, ID badge system in place, all visitors challenged ◦ External doors secure ◦ Means of raising alarm in reception area ◦ Emergency procedure in place	▪ Advice available from Building Services/police ▪ Ensure systems are appropriate with fire precautions ▪ Could be bell, telephone or panic button ▪ SLT and administrative staff aware of roles, how to summon assistance and when to involve the police	LOW

HAZARDS	PRECAUTIONS AND PREVENTATIVE MEASURES	OBSERVATIONS	ASSESSMENT OF RESIDUAL RISK
Working alone/working in isolated buildings	◦ Colleagues aware of circumstances ◦ Entrance doors locked/light left on in visible area ◦ Staff aware of means of raising alarm	▪ Avoid practice if possible, inform colleagues or member of family	LOW
Home Visits	◦ Avoid if not essential, especially evening visits ◦ Itinerary planned and communicated to colleagues ◦ Staff contact school to confirm all OK ◦ Potential problem clients identified	▪ Home visits attended by at least two members of staff where issues identified ▪ When making home visits, regular contact made with school to confirm whereabouts	LOW
Handling Money	◦ All cash stored in safe or secure area ◦ Cash on premises strictly limited ◦ Banking times varied/ undertaken by two persons for larger amounts ◦ Staff will not endanger themselves	▪ Avoid accumulations of large amounts of cash ▪ Follow LA guidelines on banking ▪ Staff should be advised not to put up a struggle in the event of attempted robbery	LOW