

Violence in the Workplace Prevention Policy

Roselyn House School
2026 – 2027



Approved by: Rachel Smith

Date: 01/07/2026

Last reviewed on: July 2026

1. Aims

KS Education Limited has a policy of zero tolerance for violence. If any employees engage in any violence in the workplace, or threaten violence in the workplace, their employment will be terminated immediately for gross misconduct. No talk of violence or joking about violence will be tolerated.

If any students engage in any violence within school, or threaten violence, appropriate action will be taken by the Directors. This could involve calling the Police or an emergency meeting may be called with the Local Education Authority and parents and carers. Due to our students having Special Educational Needs in the form of Social, Emotional and Mental Health, it is at the Directors' discretion as to the appropriate action to be taken.

"Violence" may include (this list is non exhaustive)

- Physically harming another
- Shoving, pushing
- Harassing
- Intimidating
- Coercing
- Brandishing weapons
- Threatening or talking of engaging in those activities.
- Threatening social media communications
- Online harassment
- Cyber bullying
- Intimidating electronic communications
- Malicious messaging
- Abusive emails

It is the intent of this policy to ensure that everyone associated with this school, including employees and students, never feel threatened by anyone's actions or conduct.

2. Governance and Leadership Responsibilities

Proprietor Responsibilities

The Proprietor is responsible for ensuring that effective arrangements are in place to prevent, manage and respond to violence, aggression and abusive behaviour within the school. This includes:

Headteacher Responsibilities

The Headteacher will:

- Promote a culture of respect, safety and positive behaviour throughout the school.
- Implement and monitor procedures for preventing and managing violence and aggression.
- Ensure that all incidents are reported, recorded, investigated and addressed appropriately.
- Provide appropriate support to pupils, staff and others affected by incidents.
- Ensure that risk assessments are undertaken where there is a foreseeable risk of violence or aggression.
- Report significant incidents to the Proprietor and other relevant authorities where required.
- Ensure staff receive suitable training and guidance.

Senior Leadership Team Responsibilities

The Senior Leadership Team (SLT) will:

- Support the Headteacher in implementing this policy.
- Monitor trends and emerging risks relating to violence and aggression.
- Ensure consistent application of behaviour management and safeguarding procedures.
- Review incidents and identify opportunities for preventative action.
- Promote staff wellbeing and provide support following incidents.
- Ensure lessons learned from incidents are communicated and embedded in practice.

Staff Responsibilities

All staff are expected to:

- Treat others with dignity, respect and professionalism.
- Follow school procedures for preventing and managing violent or aggressive behaviour.
- Report all incidents, concerns, threats or near misses promptly.
- Participate in relevant training and follow risk assessments and control measures.
- Take reasonable care of their own health and safety and that of others.
- Cooperate with investigations and reviews following incidents.

Health and Safety Oversight

The Proprietor will ensure that:

- Risks associated with violence and aggression are identified and assessed.
- Appropriate control measures and support systems are in place.
- Incidents are monitored, reviewed and used to inform continuous improvement.
- Health and safety responsibilities relating to violence prevention are integrated into the school's wider health and safety management arrangements.
- Compliance with relevant health and safety, safeguarding and employment legislation is maintained.

3. Safeguarding

Any incident involving violence, threats, intimidation or behaviour that raises safeguarding concerns will be managed in accordance with the school's Safeguarding and Child Protection Policy. Where appropriate, incidents will be reviewed by the Designated Safeguarding Lead.

Where an incident raises safeguarding concerns, involves a pupil, or indicates potential risk to welfare, an appropriate CPOMS record will be completed and reviewed by the Designated Safeguarding Lead.

4. Workplace security measures

In an effort to fulfill this commitment to a safe work environment for employees, students and visitors, the following rules are in place:-

- Access to KS Education Limited's property is limited to those with a legitimate interest.
- All visitors must sign in and display identification whilst on the premises. All visitors should also log their vehicle registration details.

5. All weapons banned

KS Education Limited specifically prohibits the possession of weapons by any employee, student or visitor whilst on the premises. This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Employees and students are also prohibited from carrying a weapon whilst off site for the purposes of educational visits.

Weapons include guns, knives, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy. Appropriate action will be taken against any Student (at the discretion of the Directors) who violate this policy. This could include contacting the Police.

6. Inspections

Desks, telephones and computers are the property of KS Education Limited. The Directors reserve the right to enter or inspect any area including, but not limited to, desks and computer storage pen drives, with or without notice.

The copier and mail systems, including e-mail, are intended for business use. Personal business should not be conducted through these systems. Under conditions approved by the Directors, telephone conversations may be monitored in the process of monitoring a high level of service to all students, parents/ carers and outside Agencies.

Any private conversations overheard during such monitoring, or private messages retrieved, that constitute threats against other individuals can and will be used as the basis for termination for gross misconduct.

7. Reporting violence

It is everyone's business to prevent violence within School. You can help by reporting what you see around school that could indicate that another employee or student is in trouble.

All incidents of violence, threats or aggressive behaviour will be reported promptly, investigated appropriately and recorded in line with school procedures. Actions taken and outcomes will be documented and reviewed by senior leaders.

8. Post Incident Support Arrangements

Should anyone be affected by violence in the workplace, the Senior Leadership Team will provide

- Immediate debrief meetings
- Wellbeing support
- Occupational health referrals
- Counselling support where appropriate
- Return-to-work support following serious incidents

9. Training programmes

As part of its commitment to preventing workplace violence, the company has established training programs for all employees. Training will be included as part of your induction. Thereafter, you will be scheduled for refresher training when necessary. Employees that have contact with Students will be provided with Team Teach Training in positive handling.

Please be advised that training is mandatory.

10. Risk Assessment

The school recognises that some pupils may present behaviours that challenge due to their identified social, emotional and mental health needs. Staff will receive appropriate training in positive behaviour support, de-escalation strategies and restrictive physical intervention where required.

All students have a Behaviour Management and Personal Handling Plan completed within their initial assessment period which clearly states:-

- Behaviour Details.
- Proactive Control Measures.
- Diffusion/De-escalation Techniques.
- Reactive Control Measures.
- Medical Conditions.
- Planned Use of Restrictive Physical Interventions.
- Positive Physical Intervention Strategies.
- Preferred Handling Strategies.
- De-briefing Process following Incident.
- Recording and Notifications Required.

All students are individual and it is the responsibility of all staff to take the time to read the Behaviour Management and Personal Handling Plan for all students.

Should staff have to use Team Teach positive handling, a Serious Incident Form must be completed.

We recognise that having to use positive handling techniques can have an emotional impact upon staff and therefore the following are available:-

- Trauma-informed support following incidents
- Wellbeing check-ins
- Supervision opportunities
- Access to mental health and wellbeing resources
- Management support following serious aggression

11. Monitoring Arrangements

Any monitoring activities, investigations or reviews undertaken following incidents will be conducted in accordance with UK GDPR, Data Protection legislation and the school's Data Protection Policy.

This document will be reviewed every year, but may be reviewed and updated more frequently if necessary. It will be reviewed by ***Mrs Rachel Smith (Senior Business Manager)*** in consultation with the wider school community.

12. Linked Policies

This Policy is linked to the following policies and documents:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Behaviour Policy
- Restrictive Physical Intervention Policy
- Staff Wellbeing Policy
- Equality Policy
- Data Protection Policy
- Educational Visits Policy
- Lone Working Policy
- Staff Code of Conduct