

# ZERO TOLERANCE (ADULTS)

**Issued: December 2016**  
**Reviewed: August 2017**  
**Next Review Due: August 2020**

## 1. Introduction

### **The Trust has a Zero Tolerance approach to abusive or threatening behaviour on and around both the Trust and its Academy premises for all adults, including visitors**

The vast majority of visitors to our Trust and academies, whether they are parents, other family members, members of the community or other guests, demonstrate the values which we want to promote to our students in our academies. We value interaction between staff, volunteers and the families of our students.

Sadly there are occasions where visitors do not behave as we would deem acceptable. All academies have been encouraged to consider what to do in the situation where unsatisfactory behaviour arises. The Trust owes a duty of care to all persons at our academies - staff, volunteers, students, Trustees and Governors. This zero tolerance policy has therefore been adopted with guidance from the GMB Trade Union.

## 2. Definitions & Scope

### What do we mean by Abusive or Threatening Behaviour?

The Public Order Act 1986 defines "disorderly conduct" as: verbal abuse, threatening abusive or insulting words or behaviour or any disorderly behaviour whereby a person is caused alarm, harassment or distress. "Threatening behaviour" is when a person fears that violence or threat of violence is likely to be provoked.

In a Trust and academy context this could mean someone shouting at a volunteer or member of staff, either in person or on the phone; acting aggressively, including using intimidating body language, as well as actual violence. It also covers comments posted on social networking sites or situations where volunteers or members of staff are approached.

### Rights and Expectations of Trust and Academies Communities

All members of the Trust and academies communities have a right to expect that they are in a safe place in which to work and learn.

There will be a zero tolerance of violence, threatening behaviour and disorderly conduct, including abuse in all forms, against academy staff, volunteers or other members of the community.

Where such behaviour does occur, action will be taken to deal with the person or persons concerned.

## 3. Action to be taken should an incident occur

If an incident involving threatening behaviour or abuse does occur then an incident report form will be completed by the member of the Trust or academy community against whom the abuse was directed. In the case of this being a student, a volunteer or member of staff may complete the form on their behalf.

**\*\*ANY INCIDENTS OF VIOLENT CONDUCT WOULD IMMEDIATELY PROCEED TO STEP 5\*\***

At any stage, the Trust or academy may report serious incidents of abusive and threatening behaviour to the Local Authority. The academy has a statutory responsibility to report any racist or discriminatory incidents to the Local Authority. Any act of actual or threatened violence will be referred to the police immediately.

All incidents will be recorded and passed onto the relevant authorities so that patterns of behaviour can be monitored.

**Step 1 - Verbal warning**

The Head teacher/Principal\* will speak to the person or persons perpetrating such an incident privately. It will be put to them that such behaviour is unacceptable and an assurance will be sought that such an incident will not be repeated. It will be stressed on this occasion that repetition of such an incident will result in further more serious action being taken. If the Head teacher/Principal has been subject to abuse this will be done by the Chair of Governors (or other appointed independent governor, if the Chair is involved in the incident in any way).

**Step 2 - Written warning**

If a second incident occurs involving the same person or persons, the Head teacher/Principal will write to the adult(s) informing them once again that this conduct is unacceptable. As for Step 1, if the Head teacher/Principal has been subject to abuse this will be done by the Chair or other appointed governor.

**Step 3 - Final written warning**

If a third incident occurs involving the same person or persons, the Chair or other appointed independent governor, will write to the adult(s) giving a final warning that this abusive and threatening behaviour is unacceptable, and that a repetition of this conduct will leave the governors no option but to take further action.

**Step 4 - Governors' ban letter**

If such an incident recurs, or if an initial incident is considered serious enough by the Head teacher/Principal, the Chair of Governors (or other appointed governor) would be involved to enforce any action deemed necessary. This may result in a person or persons being excluded from the premises.

#### Step 5 - Involvement of the police

If following a decision to ban a person from Trust or academy premises, that person nevertheless persists in entering the premises and is displaying unreasonable behaviour, such a person may be removed from the premises as a trespasser under Section 547 of the Education Act 1996 and charged with an offence under the Public Order Act 1986.

At all stages, the person or persons will have the right to appeal. This excludes step 5 as any incidents referred to the police become a matter between that person and the police.

Note: \* where Head teacher/Principal are referred to, this includes Executive Principal and Head of School. At Trust level this is the Chief Executive Officer or Deputy Chief Executive Officer.

This policy will be reviewed as required.

**Appendix**

**Zero Tolerance Policy - Incident Report Form**

Name of Academy	.....		
Name of person completing form	.....		
Date of incident	_ _ _ _	Time of incident	..... a.m / p.m.
Location of incident	.....		

Name of Alleged Perpetrator	Age	Gender (M / F)	Ethnic Group **

Name of Perceived Victim	Age	Gender (M / F)	Ethnic Group **

**\*\* For Ethnic Group – Please use the DfES Ethnicity Codes, provided below:**

<b>White:</b>	<i>British <b>WBRI</b>, Irish <b>WIRI</b>, Traveller of Irish Heritage <b>WIRT</b>, Any Other White background <b>WOTH</b>, Gypsy/Roma <b>WROM</b></i>
<b>Mixed/Dual background:</b>	<i>White &amp; Black Caribbean <b>MWBC</b>, White &amp; Black African <b>MWBA</b>, White and Asian <b>MWAS</b>, Any Other Mixed background <b>MOTH</b></i>
<b>Asian or Asian British:</b>	<i>Indian <b>AIND</b>, Pakistani <b>APKN</b>, Bangladeshi <b>ABAN</b>, Any Other Asian background <b>AOTH</b></i>
<b>Black or Black British:</b>	<i>Caribbean <b>BCRB</b>, African <b>BAFR</b>, Any Other Black background <b>BOTH</b></i>
<b>Chinese:</b>	<b>CHNE</b>
<b>Any Other Ethnic Group:</b>	<b>OOTH</b>

Incident code**	.....	Please give brief details relating to the incident below

Was the incident deemed to be a Racist Incident?	YES / NO
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Action taken:	
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**Is this a repeated offence?**  
How severe was the incident?

**Yes / No**  
Very / Fairly / Not severe

**\*\* For Incident Code – Please use the Incident Codes provided below:**

Racist comments/language	(RL)	Provocative Behaviour	(PB)	Damage to property	(DP)
Written abuse	(WA)	Ridicule/Ostracism	(RO)	Racist Graffiti	(RG)
Verbal abuse &/or threats	(VA)	Possession/Distribution of Racist Material	(RM)	Physical Assault	(PA)
		Other	(O)		