

# Violence Towards Staff Policy

Staff are entitled to work in a safe environment at all times. They have the right to be safe from violence in the form of verbal abuse, threats, assaults or other forms of intimidation from pupils, parents, guardians and other staff members as well as any other person who comes to the premises. Every effort will be made to create and maintain a culture in the school where violence does not occur and when they do occur, they are dealt with effectively and speedily.

The following procedures will be followed to ensure the safety of staff

- Every effort will be made to identify potential hazards and difficult situations
- Parents/guardians will make appointments when they wish to meet staff about a contentious issue
- Where an appointment is not possible, the parent/guardian will report to the Principal in the first instance
- Interviews on sensitive issues will be dealt with in private out of hearing of children
- Staff are advised not to work alone with particularly difficult children
- Staff are advised to follow agreed procedures for dealing with assaults
- Staff are advised to follow agreed procedures for processing internal complaints
- Staff are advised that there is an agreed procedure for processing complaints from parents

## **In the event of an assault**

- Appropriate assistance will be sought to calm down the situation
- When the child has been settled, the incident will be immediately reported to the Principal
- Details of the incident will be recorded in the staff incident book, held by the Safety Officer
- Where necessary medical help will be sought
- Where a staff member needs to go home, transport will be provided where possible
- Where appropriate, the matter will be reported to the Gardai by the staff member who was assaulted/ask Principals opinion.
- The Board of Management will be informed of a serious incident and the Board will report the matter to legal advisers.
- The Insurance Company will be notified
- Applications of leave of absence following an assault will be forwarded to the Department of Education and Science
- Following an assault, even a minor assault, a staff member may take a short break if necessary
- Every effort will be made by other staff to support the staff member who has been assaulted

This policy should be read with the Behaviour Policy and the Health and Safety Statement

Reviewed November '16