


Protecting Staff from Abuse Policy

Thomas Keble School



Signed by The Chair of Trustees Mr Julian Wintle:	
Implemented:	April 2025
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1. Introduction

Schools are safe places for children to learn and for staff to work in. Thomas Keble School has always been judged to be particularly so. However, in any institution an incident can arise and it is important that there is a clear procedure to deal with such matters, however rare.

This policy is designed to address such rare events and to clarify responsibilities in the event of an incident. This policy should be read in conjunction with the Communication Policy which sets out what is acceptable and what is not with regards to communication with members of the school community.

2. Preventing an Incident

2.1. The school will communicate the existence of this policy to all parents annually, together with actions that will be taken in the event of an incident occurring.

2.2. The school will maintain clear signage, perimeter fencing and a CCTV system to minimise risk.

2.3. The school will liaise with the police as necessary with regard to this policy.

3. Managing an Incident

3.1. As soon as a member of staff is aware of any verbal or non-verbal indications of aggression or abuse they should end the point of contact (telephone call, meeting etc.). They should do so politely, but clearly state that they will not continue, given the nature of the contact. Such an incident should be reported to the Headteacher, or in her absence, Deputy Headteacher, immediately.

3.2. No member of staff should agree to meet any individual alone, if they have any reason to be fearful or concerned about the contact. Suitable arrangements will be agreed with a member of SMT.

3.3. SMT will advise staff regarding any parent/carer who has been abusive in the past.

3.4. If an incident occurs then it must be reported immediately to SMT. A written report should be completed as a matter of urgency. A model incident report form is attached (Annex A).

3.5. SMT will report any incident to the Headteacher or, in their absence, to the Deputy Headteacher or to a member of SMT. They will decide whether to call the police. In extreme cases, or if SMT are



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unavailable, all members of staff are authorised to call the police and should do so if they feel it appropriate.

3.6. A formal record will be maintained of any incidents that require the Headteacher to contact a member of the school community, referencing this policy. A copy of any communications will be sent to the Chair of Trustees for reference.

3.7. The Headteacher will decide on appropriate action after consulting with the Chair of Trustees. In most cases, this will involve a letter warning the individual as to their future actions.

3.8. If a ban is necessary, the Chair of Trustees will write to the parents concerned. This will be sent by Recorded Delivery. In all such cases such a ban will be communicated to the police.

3.9. Letters deployed at stages 3.6 and 3.7 will follow guidance from the Department for Education.



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Annex A

Incident Report Form

This includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to property.

This form should be completed as fully as possible (please use a continuation sheet if necessary). For an incident involving or witnessed by a pupil, a member of staff should complete the form on their behalf. However, any discussion between one witness and another should not precede completion of the form, as this might lead to allegations of collusion.

Date of incident:		Time of incident:	
Reporting staff name:		Victim staff name:	
Report date:		Reported to	
Assailant name		Relation to school	
Witness name		CCTV coverage	
Incident location			
Type of incident			
Description of incident			
Other relevant details			
Assailant previous incidents			
Outcome			
Police notified			