

# Abusive or Threatening Behaviour Policy

2025 - 2026



## Contents

Introduction .....	2
What do we mean by Abusive or Threatening Behaviour? .....	2
Rights and Expectations of Waterton Academy Trust Community .....	2
Action to be taken if an incident occurs .....	2
Violent Conduct .....	3
Immediate response .....	3
Step 1 - Verbal warning .....	3
Step 2 - Written warning .....	3
Step 3 - Final written warning.....	3
Step 4 - Trust ban letter – Controlling Access to School Premises .....	3
Step 5 - Involvement of the police.....	3
Controlling access to school premises.....	4
Document Detail .....	4
Version Control .....	5
Appendix 1 - Incident Reporting Form .....	5

## **Zero Tolerance Policy on Abusive or Threatening Behaviour on and Around Academy Premises**

This policy should be read alongside the Waterton Code of Conduct for Parents, Carers and Visitors, which sets out the expected standards of behaviour. Together, these policies ensure clarity for parents, carers, visitors, and staff on what constitutes unacceptable behaviour and how incidents will be addressed.

### **Introduction**

Waterton Academy Trust is proud to have strong, supportive communities across its academies. The vast majority of parents, carers, visitors, and community members work with us in a spirit of respect and partnership. However, on rare occasions behaviour falls short of the standards expected.

The Trust has a duty of care to ensure that all members of its community can work and learn in a safe environment. For this reason, there is zero tolerance of violence, threatening behaviour, or abuse in any form. Any act of actual or threatened violence will be referred to the police immediately.

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

The Public Order Act 1986 makes it an offence to use threatening, abusive, or insulting words or behaviour, or to engage in disorderly behaviour, where this is likely to cause alarm, harassment, or distress. In an academy context, this may include shouting at staff in person or over the phone, using aggressive or intimidating body language, or any form of actual violence. It also extends to written or online communications, including posts on social media, that are threatening, abusive, or insulting. In addition, the Equality Act 2010 prohibits harassment, victimisation, or discrimination related to any protected characteristic. Racist, discriminatory, or harassing behaviour will always be treated as a serious breach and reported in line with Trust policy.

### **Rights and Expectations of Waterton Academy Trust Community**

All members of the Waterton community have a right to expect that their academy is 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 or other members of the Waterton community. Where such behaviour does occur, action will be taken to deal with the person or persons concerned. Staff who report incidents will be supported by their Headteacher and the Trust. Where needed, advice will be sought from HR, safeguarding, or the police.

### **Action to be taken if an incident occurs**

Any member of staff who witnesses or experiences behaviour that may fall under these definitions must report it immediately to the Headteacher, using the Trust incident reporting form (Appendix 1). If the Headteacher is the subject of the behaviour, the report should be made directly to the CEO. Reports should be made without delay so that swift action can be taken and, where appropriate, the incident referred to the police or other relevant authorities.

Where the individual affected is a pupil, or where a community member requires support, a staff member will complete the form on their behalf to ensure the incident is recorded and addressed. Completed forms should be submitted without delay to the Headteacher and, where appropriate, copied to the CEO.

## **Violent Conduct**

Any incident of violent conduct will immediately proceed to Step 5 below.

Serious incidents of abusive or threatening behaviour may be reported to the Trust Central Team at any stage. The academy has a statutory duty to record and report all racist or discriminatory incidents to the Trust. Any act of actual or threatened violence will be referred to the police without delay. All incidents must be documented using the Trust reporting process and shared with the appropriate authorities so that patterns of behaviour can be identified and monitored.

### **Immediate response**

Where behaviour breaches this policy in front of senior staff, they will address the individual directly at the time of the incident. The individual will be told clearly that the behaviour is unacceptable and must stop immediately. Staff witnessing abusive behaviour should report it without delay so that leaders can follow the correct procedure.

### **Step 1 - Verbal warning**

The Headteacher will contact or meet with the individual and make clear that the behaviour is unacceptable. The Headteacher will seek assurance that it will not be repeated. Where the Headteacher is the subject of abuse, the CEO will undertake this step. It will be stressed on this occasion that repetition of such an incident will result in further, more serious, action being taken.

### **Step 2 - Written warning**

If the behaviour is repeated, the Headteacher will issue a written warning. Where the Headteacher is the subject of abuse, the CEO will issue the warning.

### **Step 3 - Final written warning**

For further incidents, or where an incident is judged sufficiently serious, the CEO may issue a final written warning. Where impartiality is required, the DCEO or the chair of the ASC may issue the warning.

### **Step 4 - Trust ban letter – Controlling Access to School Premises**

Where behaviour continues, or a single incident is deemed sufficiently serious, the CEO may impose a ban from the academy premises. This power is set out in the Department for Education guidance Controlling access to school premises. Individuals who are barred will be notified in writing, with reasons and the duration of the ban. They have the right to make written representations within 10 school days, after which the decision will be confirmed, varied, or withdrawn.

Breaching a barring order may constitute a criminal offence under Section 547 of the Education Act 1996 and could lead to police involvement.

### **Step 5 - Involvement of the police**


Any violent incident, or any breach of a barring order, will be referred to the police. A person who enters academy premises after being banned may be treated as a trespasser under Section 547 of the Education Act 1996. This may constitute a criminal offence and could also lead to charges under the Public Order Act 1986.

Appeals apply to decisions made under Steps 1–4 of this policy. Once an incident has been referred to the police, it becomes a matter between the individual and the police, and the right of appeal does not apply.

## Controlling access to school premises


The headteacher, or the CEO, may bar an adult from the school premises where behaviour poses a risk to staff or pupils, including where staff or pupils feel threatened. This power is set out in the Department for Education guidance *Controlling access to school premises*. Individuals who are barred have the right to make written representations. A breach of a barring order may constitute a criminal offence under section 547 of the Education Act 1996.

- Individuals who are barred will be notified in writing, with reasons and the duration of the ban.
- They have the right to make written representations against the decision, within 10 school days of receipt of the letter. The headteacher/trust will consider any representations and confirm in writing whether the barring decision is upheld, varied or withdrawn. The decision will be reviewed at the end of the specified period, or earlier if circumstances change.
- A ban will be reviewed at the end of the specified period, or earlier if circumstances change.
- Breaching a barring order may constitute a criminal offence under section 547 of the Education Act 1996 and could lead to Police involvement.
- Where a parent is banned from the school site, alternative arrangements must be made for the safe collection of their child. The parent must nominate another trusted adult, recorded on the pupil's contact list, to collect the child. School staff will not lift or vary a site ban for the purposes of child collection. In exceptional circumstances, the school will seek safeguarding advice to ensure the child's welfare is protected.

Document Detail	
<b>Document Name:</b>	Abusive or Threatening Behaviour Policy
<b>Version:</b>	4
<b>Chief Officer Signature:</b>	
<b>Effective From:</b>	01/09/2024

Approved by:		D Dickinson	
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Next Review Date:		01/06/2027	
Version Control			
Version	Date	Author	Change/Reference
1	01/01/2018	D Dickinson	
2	01/02/2020	D Dickinson	
3	01/06/2022	D Dickinson	
4	01/06/2024	M Bretherton	
5	01/09/2025	M Bretherton	Cross references to the parent code of cdnduct policy.

## Appendix 1 - Incident Reporting Form

	Incident Date: Approx. Time:	Location of Incident (e.g. building and room no.)
Please return this completed form to <a href="mailto:admin@watertonacademytrust.org">admin@watertonacademytrust.org</a>		

Waterton Academy Trust, Centre For Excellence, Walton Primary Academy, The Grove, Wakefield, WF2 6LD

☎ 01924 240767 ✉ [admin@watertonacademytrust.org](mailto:admin@watertonacademytrust.org) 🌐 [watertonacademytrust.org](http://watertonacademytrust.org)



Name of Person Involved:	Date of Birth:
Home Address of Injured Person;	Contact Telephone No;

**Tick all relevant boxes below:**

Pupil:	Staff:	Parent:	Visitor:
Accident:	Violent Incident:	Other – Abusive behavior	Near Miss:
Date and Time Reported:			
If Employee: Next of Kin Contacted?	Kin Name:	Time:	Contact Method:
Comments:			

**If there was an injury, what was it, exactly what part of the body was injured and what treatment was given? (e.g. small cut on middle finger of left hand, plaster applied)**

**Describe in detail what happened**

**Describe the events that led up to the incident (you should include any unusual or contributory factors such as adverse weather, lack of adequate training, defects, supervision issues, inexperienced worker, etc.)**

<b>Was Equipment / Machinery Involved?</b>	
<b>Was a Substance or Chemical Involved?</b>	
<b>Name of any Witness(es);</b>	<b>Telephone No.;</b>



<b>Name of Injured Person</b>	<b>Date of Birth</b>
<b>Low Level Accident/Incident Investigation</b> <u>ALL INCIDENTS</u> – (Describe action required/taken to prevent a repeat)	
<b>Employee Only</b> – has the injured person been given feedback?	
<b>Employees Only - After A Violent Incident Discuss with Those Involved The Following:</b> Could the incident have been prevented with prior planning, could this situation arise again and or did the incident have any kind of racial undertones? <b>Yes</b> <b>No</b> (If 'Yes to any of these further action <b>must</b> be taken)	
<b>Is the incident reportable to the HSE (RIDDOR) or to the Police?</b> (If you are unsure speak to your Health & Safety Advisor for further guidance)	
<b>The Injured Person</b> (Tick <u>All</u> Relevant Boxes)  <b>RIDDOR:</b> It is a legal requirement to report serious injuries or incidents to the Health & Safety Executive (HSE). Please tick the box(es) below that describes the injury or incident. If unsure see document SG10)  Fatality <input type="checkbox"/> Major injury (e.g. fracture other than fingers, thumbs or toes) <input type="checkbox"/>  <b>Employee Only:</b> Absent from work for more than <b>7</b> consecutive days (excluding the day of the accident, but including any days which would not normally have been working days) as a result of an accident arising out of, or in connection with, work. <input type="checkbox"/>  <b>Non-Employee Only:</b> (e.g. pupils, visitor, member of public or volunteer) Has an injury resulted from an accident arising out of a work/curriculum activity, or a defect of some kind leading to them being taken from the site to hospital for treatment for that injury. <input type="checkbox"/>  <b>Contractor or agency employees</b> – contacted their supervisor so that they can report it <input type="checkbox"/>  <b>Dangerous Occurrence</b> <input type="checkbox"/> (see document SG10 for guidance) Became unconscious <input type="checkbox"/> Needed resuscitation <input type="checkbox"/> Remained in hospital for over 24 hours (employee) <input type="checkbox"/> None of the above <input type="checkbox"/>	

**TYPE OF INCIDENT (Tick Below)****This Section to Be Completed by Head teacher / Class Teacher/ Line Manager or H&S Officer****Tick Only One Box That Best Describes What Happened to the Injured Person**

Contact with moving machinery / equipment ( <i>including materials being machined</i> )	Fell from a height (State how high) : .....meters (approx.)
Hit by moving, flying or falling object	Exposure to/in contact with harmful substance
Hit by a moving vehicle	Exposed to fire
Hit by something fixed or stationary	Exposed to an explosion
Injured while lifting, handling or carrying ( <i>circle which &amp; what</i> )	Contact with electricity or electrical discharge
People                      or                      Objects	Injured by an animal
Slipped, tripped or fell ( <i>circle which and where</i> )	Physically assaulted or Verbally abused
Outside                      or                      Inside	Subjected to Intimidation or threats
Trapped by something collapsing	Injured as part of planned curriculum activity
Drowned or asphyxiated	Another kind of accident/injury/incident

**Further Investigation (Medium or High-Level Investigation Required)**

*If a more in-depth investigation is considered appropriate (e.g. for more serious or RIDDOR reportable accidents) tick the box below and send a copy of the form to \_\_\_\_\_*

Is a further investigation required (medium/high level)?	Yes	No
Signature of Headteacher or Manager Completing Form	Job Title	
Print Name of Headteacher or Manager Completing Form	Telephone No.	Date