



EMPOWERING CREATIVE THINKERS

**VIOLENT
POLICY**

INCIDENT

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| Latest Review Date | August 2019 |
| Reviewed By (name, role) | Melanie Parr - Student Services Manager |

VIOLENT INCIDENT POLICY

Dv8 Training
Violent Incident & Behaviour Policy
August 2019

Introduction

This policy sets out the action that will be taken towards reducing the frequency of assaults, training staff, supporting victims of violence and dealing with violent incidents if they occur.

1. DV8 acknowledges and accepts its legal obligations to :

- provide and maintain safe systems of work
- provide necessary information, instruction, training and supervision to enable individuals to be safe
- provide and maintain a safe place of work for employers, learners and visitors.
- provide a supportive environment to all staff and learners and fully support those who have been made to feel unsafe in any way

DV8 declares its intention to take all reasonable and practicable measures to these ends and to support fully those employees and learners who may be the victims of violence threatening behaviour and abuse. It acknowledges that every employee and learner has the right to be treated with dignity and respect and will take measures to deter violence, threatening behaviour or abuse and take action against those responsible.

2. Responsibilities of staff and learners:

- To take reasonable care of their own health and safety and that of others, including their colleagues and the learners in their care;
- To co-operate with Dv8 on health and safety matters;
- To carry out activities in accordance with training, instructions, policies and procedures;
- To ensure that they are aware of policies within all working environments other than Dv8 premises;
- To inform Dv8 management of any serious risks.
- When working in partnership follow up with the relevant organisation any information that is linked to the violent/behaviour incident

3. Support that will be offered by Dv8 and which is referred to in this policy, includes the following:

- Maintaining a safe working environment and safe practices;
- Identifying levels of risk of violence faced by members of staff;
- Assessing who is exposed to the risk of violence;
- Reviewing risk assessments and behaviour policies at regular intervals or when there is any change to the risk of violence;
- Providing adequate training for all staff;
- Ensuring, in the event of an assault, a structured and supportive response from management;
- A standard reporting and monitoring system;
- Application of appropriate disciplinary procedures and sanctions in the case of learner assailant including referral, if appropriate, to the police;
- Relief from duty, if appropriate, following assault.

4. Prevention

4.1 The Company will undertake regular, suitable and sufficient risk assessments and implement the actions identified during risk assessment and make sure that these are shared with relevant team members.

4.2 The company will use such policies as 'doubling up' (gaining support from another staff member/s) should they have any concerns about a particular learner that they are working with.

4.3 The Company will operate its 'working alone with young policy' in order to further prevent situations escalating.

4.4 DV8 will also operate its 'safer recruitment policy' in order to make sure that staff recruited to DV8 are safe to work with young people.

4.5 DV8 will make sure that its learner behaviour policy is implemented effectively so that behaviour that causes concern can be managed more carefully and clear boundaries can be set.

4.6 DV8 will seek to gain relevant information including any records of violence, incidences of concern and any personal history that may have a negative impact on the learner's behaviour.

4.7 When working in partnership DV8 will expect to gain all of the above information on the point of referral and will use this information to later inform any risk assessments should they be deemed necessary.

5. Assault and violent or threatening behaviour by learners

5.1 In the event of violent, assault or unacceptable behaviour by a learner staff should raise the alarm with centre staff and ensure all other students are moved to a safe area.

5.2 The perpetrator should be encouraged to leave the DV8 premises immediately, but only if this can be achieved safely without the use of restraint.

5.3 In cases where it is not safe to remove her / him from the premises the learner concerned should be isolated from other learners and the police called.

5.4 The removal of the learner, as a fixed-term exclusion, will allow for an investigation of the circumstances of the assault. Permanent exclusion procedures may then follow.

6. The following action should be taken if an assault occurs:

6.1 The assaulted person should be allowed access to a private area for as long as necessary where she / he should not be left alone. He / she can sit with a friend, representative or colleague and should be supervised at all times; She / he should be allowed to leave the company and go home if she / he wishes

6.2 A medical assessment of any injury should be made as soon as practicable, for example at hospital or by her / his GP;

6.3 The staff member in charge /main witness to the incident should complete a safeguarding incident form as per the DV8 safeguarding process.

6.4 The individual who has been assaulted should be provided with copies of all statements

6.5 The DV8 manager, acting on behalf of and with the consent of the assaulted person, will normally inform the police of any assault. If the individual concerned does not wish the Police to be informed, those views will be taken into consideration. In all cases, the assaulted individual has the right to report the incident personally to the police;

6.6 The incident must be reported to the Managing Director, who will pass this information on to any relevant organisation linked to the incident. For example, in the case of partnership working with a school, the school will be informed of any of their pupil/s involvement in such incidents.

6.7 The Manager will undertake an investigation and prepare a formal written report as soon as practicable. This report will be agreed with the assaulted person and should refer to all relevant Risk Assessment procedures undertaken prior to the attack. The report will be given by the Manager to the Police, to the assaulted person's representative and to those with overall responsibility for Health and Safety

7 Assaults by others on staff or learners

In the case of an assault by a visitor or intruder on Dv8 premises in addition to the actions detailed above, the staff member will:

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- Immediately take steps to ensure that all staff and learners are safe and secure;
- Inform the Police, requesting their immediate attendance;
- Take appropriate steps to isolate the assailant if safe to do so;
- Inform the Company Manager and Managing Director.

Subsequently, the Manager will

- Liaise with the Police;
- If the assailant is known, send her / him a letter stating that her/his behaviour is unacceptable and that she / he is not permitted to come onto Company premises in future without an appointment. If she / he does so, she / he will be regarded as a trespasser and the Police will be called.

8. Dealing with weapons

As soon as a member of staff becomes aware either that a learner is in possession of a weapon or that there has been an incident involving a weapon:

- Staff should not try to deal with the situation alone, assistance should be

- sought from colleagues or the Police;
- The staff member must decide whether it is necessary to contact the Police, if it is necessary the staff member should do so immediately;
- The staff member should immediately inform their Line Manager and the Managing Director;

9. Searching Learners

Dv8 do not have the authority to enforce searches on students or their property. Searching a learner is a step that should only be undertaken in exceptional circumstances and only with the learner's consent. The granting of the consent should be witnessed by a colleague or adult witness and the search should be conducted in the presence of a colleague or adult witness. It is preferable for a child's parent or guardian to attend if a search is being undertaken.

10. Further support for staff members who are assaulted:

Dv8 will permit the assaulted member of staff to take reasonable paid time off to consult the Police or legal advisors and to attend court if a prosecution is initiated, or for the purposes of any other form of litigation;

Dv8 will try to provide a supportive environment for the staff member and allow them a safe space so that a debrief can take place after an incident and the staff member can feel listened to and supported.

Where the member of staff is injured or if the incident has caused the employee excessive emotional stress, incapacitating them from work, paid compassionate leave may be offered for a period at the discretion of the Managing Director/s. If compassionate leave is not deemed appropriate, Dv8 will advise her / him of her / his sick pay rights, including any additional entitlements to sick pay for those suffering injury at work;

Employees who have been assaulted are encouraged, but should not be obliged, to cooperate with the Police to ensure that criminal proceedings are brought. Managers should encourage witnesses (including employees and learners) to come forward with evidence whenever possible

If the assailant is prosecuted, the employee and other employees who are witnesses may be required to give evidence in court. Paid leave of absence will be granted for this purpose and appropriate cover will be provided.

All employees must comply with the Violent Incident & Behaviour Policy. Failure to do so may result in disciplinary action being taken.