

CASTLE SCHOOL OF ENGLISH

Threatening and Violent Behaviour Policy

Policy owner: School Management

Applies to: All students, staff and visitors

1. Our Commitment

Castle School of English wants everyone to feel safe and respected.

Violence, threats, bullying, abuse and aggressive behaviour are not acceptable at school.

Everyone should treat others with respect and behave responsibly.

2. What is Threatening Behaviour?

Threatening behaviour includes:

- hitting or trying to hurt someone;
- threatening to hurt someone;
- aggressive or intimidating behaviour;
- serious verbal abuse;
- threatening messages;
- making someone feel unsafe; or
- bringing a weapon or dangerous item to school.

3. What We Expect

Students and staff should:

- treat others with respect;
- follow school rules and reasonable instructions;
- behave calmly and responsibly;
- take care of their own safety and the safety of others; and
- tell a member of staff if they have a serious concern.

4. If There Is an Incident

If you see or experience threatening or violent behaviour:

- move to a safe place;

- tell a member of staff or School Management as soon as possible;
- do not try to deal with a dangerous situation yourself; and
- follow staff instructions.

If necessary, the school may contact the police or emergency services.

5. If a Student Behaves Violently or Makes Threats

The school will take all incidents seriously and will investigate what happened.

Depending on the situation, the school may:

- speak to the student;
- give a formal warning;
- remove the student from a class or activity;
- take disciplinary action;
- suspend or exclude the student; or
- contact the police or other authorities.

The school will consider each situation carefully and follow its school procedures.

6. Weapons and Dangerous Items

Weapons and dangerous items are not allowed at school.

If you see a weapon or dangerous item:

- do not touch it;
- move away from the area;
- tell a member of staff immediately; and
- follow staff instructions.

Staff will decide what action is needed and will contact the police when necessary.

7. Support

If you are affected by threatening or violent behaviour, please tell a member of staff.

The school will listen to your concerns and provide appropriate support.

This may include first aid, medical help, speaking to a manager or help with reporting the incident.

8. Reporting Incidents

All serious incidents should be reported to School Management.

The school will record and review serious incidents to help keep everyone safe.

Information will be treated sensitively and shared only when necessary.

9. Review

School Management will review this policy regularly and make changes when needed to improve safety.

Version: 1.3

Reviewed: 2026