

CASTLE SCHOOL OF ENGLISH

Threatening and Violent Behaviour Policy

Policy owner: School Management

Applies to: All staff, students, visitors, contractors and representatives of Castle School of English

1. Our Commitment

Castle School of English is committed to providing a safe and respectful environment for everyone.

Violence, threatening behaviour, bullying, abuse, harassment or intimidation are not acceptable at the school.

Everyone has the right to be treated with dignity and respect. The school will take reasonable steps to prevent and respond to threatening or violent behaviour.

2. What is Threatening or Violent Behaviour?

This policy covers behaviour such as:

- physical assault or attempted assault;
- threats of violence;
- aggressive or intimidating behaviour;
- verbal abuse or serious harassment;
- threatening messages or communications;
- behaviour that makes another person feel unsafe; and
- possession or use of weapons on school premises.

Threatening or violent behaviour can happen between students, staff, visitors or other people connected with the school.

3. Responsibilities

The school will:

- provide a safe environment;
- identify and manage risks where possible;
- provide staff with appropriate information and training;
- take reports of threatening or violent behaviour seriously;

- record and review incidents;
- take appropriate action when incidents occur; and
- support anyone affected by an incident.

Staff and students are expected to:

- treat others with respect;
- follow school rules and reasonable instructions;
- take reasonable care of their own safety and the safety of others;
- report serious concerns or incidents to a member of School Management; and
- cooperate with investigations where appropriate.

4. Preventing Incidents

The school will take reasonable steps to reduce the risk of threatening or violent behaviour.

This may include:

- assessing risks in the school and during school activities;
- reviewing risks when circumstances change;
- providing staff with appropriate training;
- monitoring and recording incidents; and
- taking action when behaviour causes concern.

Risk assessments will be reviewed regularly and after serious incidents where necessary.

5. If an Incident Happens

If threatening or violent behaviour occurs:

- staff should move to a safe place if necessary;
- staff should not put themselves or others at unnecessary risk;
- a member of School Management should be informed as soon as possible;
- first aid or medical assistance should be provided when necessary;
- the incident should be recorded; and
- the school will decide what further action is appropriate.

The police may be contacted when there is a serious threat, physical assault, criminal behaviour or immediate danger.

Anyone who is affected by an incident will be given appropriate support.

6. Threatening Behaviour by Students

If a student behaves in a threatening, violent or abusive way, the school will investigate the incident and take appropriate action.

Depending on the seriousness of the incident, action may include:

- a meeting with the student;
- a formal warning;
- a behaviour or disciplinary agreement;
- removal from an activity or class;
- suspension or exclusion from the school; or
- contacting the police or other appropriate authorities.

The school will consider the circumstances of each incident and follow its disciplinary and safeguarding procedures.

7. Weapons and Dangerous Items

Weapons and other dangerous items are not permitted on school premises.

If a member of staff believes that a student or visitor has a weapon:

- they should inform School Management immediately;
- they should not try to deal with the situation alone;
- students and staff should be moved away from danger where possible;
- School Management will decide whether the police should be contacted; and
- the police will be contacted where there is an immediate or serious risk.

Staff should not physically search a student. Any search will only be considered in exceptional circumstances, with appropriate consent and in line with school procedures and the law.

8. Incidents Involving Visitors or Other Adults

If a visitor or other adult behaves violently or makes a serious threat:

- staff should move to a safe place;
- School Management should be informed immediately;
- the police should be contacted where necessary;
- reasonable steps will be taken to protect staff and students; and
- the person may be asked to leave the school and may be prevented from returning.

9. Supporting Staff and Students

Anyone affected by threatening or violent behaviour will be treated with care and respect.

The school will consider appropriate support, which may include:

- first aid or medical assistance;
- allowing the person time away from the situation;
- support from a manager or colleague;

- help with reporting the incident;
- contact with the police where appropriate; and
- other reasonable support depending on the circumstances.

Staff who are seriously affected by an incident will be given appropriate support and advice about further assistance available to them.

10. Reporting and Records

All serious incidents of threatening or violent behaviour must be reported to School Management.

The school will keep appropriate records of incidents and will review them to identify patterns, risks and ways to improve safety.

Where appropriate, written statements may be requested from the people involved and any witnesses.

11. Confidentiality

Information about incidents will be handled sensitively and shared only with people who need the information to manage the situation, protect others or meet legal or safeguarding requirements.

12. Review

School Management will review this policy regularly and after any serious incident where necessary.

The school will use information from incidents and staff and student feedback to improve its safety procedures.

Version: 1.3

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