



Clarendon Primary School & Children's Centre

Keeping Schools Safe from Abuse, Threats and Violence Policy

The Governing Body of Clarendon Primary School has agreed to adopt the 'Keeping Schools Safe from Abuse, Threats and Violence' guidance information produced by Surrey County Council.

http://www.surreycc.gov.uk/_data/assets/pdf_file/0004/387013/Keeping-schools-safe-FINAL-VERSION-2012.pdf

This guidance includes information on the following:

Risk assessment

Options for headteachers

Legal proceedings

Record keeping

Support for employees

Appendix A: Model policy for the expected behaviour of parents/ visitors to the school

Appendix B: Poster to be displayed in the school reception area

Appendix C: Model letters

- flowchart for the process to ban a parent from the premises
- letter 1 initial warning letter
- letter 2 withdraw permission pending review
- letter 3a confirm ban following review
- letter 3b restore permission following review
- letter 4a continue ban following second review
- letter 4b restore permission following second review.

Appendix D: Model incident recording form

Appendix E: Dealing with abusive telephone calls

Appendix F: Abuse/bullying using cyber technology

The document can also be found in the Headteacher's Office.

The document should be read in conjunction with the school's Equal Opportunities and Inclusion policies and the Emergency Document.

Review

Date reviewed:

Autumn term 2014

Date due for review:

Autumn term 2017