

Summary:

This policy details management responsibilities for the prevention, management and reporting of violence or aggressive behaviour targeting school staff - to ensure compliance with UK legislation and other relevant corporate health and safety policies.

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Approval	<i>Approved by the Joint health Safety and Wellbeing Forum</i>
Policy Owner	<i>Director of Property and Housing Services</i>
Policy Author	<i>H&S Manager</i>
Advice & Guidance	<i>H&S Unit Manager and Advisor</i>
Location	<i>Policy Hub</i>
Related Documents	<i>Corporate Health and Safety policy</i>
Applicability	<i>This policy document is applicable to all council employees; Local Authority maintained schools and other schools signed up to the H&S Unit Traded Service.</i>

Violence against School Employees (Reporting & Management) Policy

3rd Edition: November 2012 (revised and re-issued April 2017)

Issued by PCC H&S Unit

Amendment Record to the Original Document

Version:	Date of Amendment	Amended by:	Amendment details:
Version 1	Original document issued in 2012		
Version 2	January 2014	H&S Manager	Minor amendments to reflect current H&S management system
Version 3	April 2017	H&S Manager	Change in policy document title and minor amendments (updates) to policy and associated report form - to reflect current corporate H&S management system and responsibilities (no policy change)

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1. Introduction and purpose:

Introduction

1.1 School governing bodies, school management teams and Portsmouth City Council (PCC) considers acts of violence or aggressive behaviour directed at school staff is not acceptable, as all school staff are entitled to work in a safe environment and one in which they are fully supported when faced with unacceptable behaviour from any other person however it occurs and in whatever form.

1.2 This 'zero tolerance' approach to violence in schools aims to ensure the safety, protection and welfare of all school staff, including temporary workers and is publicly reinforced by a poster which is to be displayed in all school sites (see Appendix 1).

1.3 Violent incidents that will not be tolerated include verbal aggression, intimidation, threats, abuse and physical acts of violence.

1.4 This policy sets out the corporate strategy and processes for pro-actively preventing work related violence in schools and re-actively managing incidents that do occur in schools, whilst supporting school staff who have been a targeted victim of violence.

1.5 The school management team is ultimately responsible for identifying, reporting, investigating and managing violent incidents that occur at their school and Council support services are responsible for providing appropriate advice and assistance within their area of responsibility and expertise, if requested by a school management team.

Purpose

1.6 The purpose of this policy is to ensure site-specific management procedures are implemented in Portsmouth schools to:

- reduce violent incidents or aggressive behaviour towards school staff
- manage violent incidents involving school staff
- report and record violent incidents targeting school staff
- comply with health and safety legislation, Department for Education (DfE) guidance and industry best practice

2. Scope:

2.1 This policy is applicable to all Portsmouth schools under the umbrella of Portsmouth City Council i.e. LA maintained schools and other schools signed up to the Health and Safety Unit's traded service agreement (TSA).

2.2 This policy applies to all school staff, including temporary and agency staff, volunteers and people on work experience.

2.3 This policy does not apply to violence between pupils (see the 'exclusions' section of this policy document)

3. Exclusions to this policy:

3.1 Exclusions to this policy include:

- Incidents of theft, except where the victim feels that the incident included a violent or threatening act
- Situations of violence (or alleged violence) between members of staff (these incidents should be managed through the relevant school HR policy).

Note: The School VIR form should still be completed to report staff/staff violence to the H&S Unit for input on the corporate database (to facilitate accurate VIR statistics)

- 'Pupil to pupil' violence (or other violent incidents not targeting school staff)

4. Definitions:

4.1 For the purposes of this policy, the following definitions will apply:

- Employee - a person directly employed by the school to carry out work on behalf of the school
- Non-employee - anyone not defined above as an 'employee' i.e. temporary worker, volunteer, work experience, member of the public, school pupil, client, visitor, etc.
- Non-physical assault - the use of inappropriate words or behaviour causing distress and/or constituting harassment
- Persistent unacceptable behaviour - refers to behaviour both within one contact and/or a number of separate contacts over an undefined period (this includes telephone, email, text and social media contact)
- Physical assault - the intentional application of force from one person to another, without lawful justification, resulting in physical injury or personal discomfort'
- Reportable 'violent incident' - a deliberate act of violence aimed at a school employee that causes physical injury or distress to the employee (includes 'physical violence', 'threats of violence', 'verbal aggression', 'victimisation' and 'intentional damage to personal property')
- RIDDOR - The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (legislation that places a legal duty on employers to report specified accidents, incidents and diseases to the Health and Safety Executive)
- Staff - A collective name for people working in a school (includes employees, temporary workers, volunteers, work experience, etc.)
- Temporary worker - a non-school employee who is paid to carry out work on behalf of the school on a short-term/temporary basis i.e. agency staff, building contractor, surveyor, consultant, trainer, etc.
- Violence at work – any incident in which an employee is targeted in relation to work
- Violent incident - can include one or more of the following which is aimed at (targeting) a school employee:

- A physical act of violence
 - A threat of violence
 - Verbal aggression
 - Victimisation
 - Cyber bullying/intimidation
 - Violence directed towards an employees' personal property
- Work activity - work managed by a school employee and carried out on behalf of the school

5. Management responsibilities:

School Governing Body:

5.1 The School Governing Body assumes overall responsibility for:

- health and safety management within the school, as detailed in the school health and safety policy statement
- incorporating pro-active and reactive 'violence management' procedures and striving for elimination of violent incidents towards school staff
- ensuring school staff who are victims of work related violence are afforded appropriate post incident support and resolution

Head Teacher:

5.2 The Head teacher is responsible for ensuring that;

- the school management team is provided with the appropriate resources, direction and support to implement the requirements of this policy
- appropriate school-specific management controls are implemented to address the requirements of this policy
- school staff are familiar with this policy and the requirements for reporting violent incidents and completing the relevant sections of the School VIR form within the timescales (specified on the form). Head teachers should complete sections 1, 2 and 3 if they are the victim of a violent incident.
- they review all VIR forms completed by their management team, prior to completing the 'Head Teachers' section and forwarding copies of the form (and associated RIDDOR form if applicable) to the Council's H&S Unit, within the timescale specified on the form
- staff who are victims of a work related violence are afforded appropriate post-incident support, resolution and encouraged to contact their professional body, where appropriate

Senior Managers in Schools: (Deputy/Assistant Head, Finance Managers, Heads of Departments, etc.)

5.3 Senior managers are responsible for ensuring that:

- they support and assist the Head Teacher in complying with the requirements of this policy
- they support and assist staff in complying with the incident reporting and investigation requirements of this policy
- staff who are victims of a work related violence are afforded appropriate post-incident support, resolution and encouraged to contact their professional body, where appropriate

Managers in Schools: (pastoral heads, subject teachers, etc.)

5.4 Managers in schools are responsible for ensuring that:

- they continually review their staff work activities to maintain safe working procedures and anticipate, avoid (where possible) and manage (where necessary) potentially violent situations at work by providing advice and support to their staff where relevant
- they support and assist staff in complying with the incident reporting and investigation requirements of this policy
- staff who are victims of a work related violence are afforded appropriate post-incident support, resolution and encouraged to contact their professional body, where appropriate
- they assist staff by completing the relevant sections of the school VIR form, then forward the form to their Head Teacher, within the timescales specified on the form

Employees

5.5 All school staff are responsible for ensuring that they:

- treat others with respect and act in an appropriate and professional manner at all times, whilst working on behalf of the school
- verbally report any violent incident directed at themselves which has caused physical injury or personal discomfort - to their manager or a senior member of staff, at the earliest opportunity
- Record any violent incidents directed at themselves by completing section 1 of the schools VIR form and submitting the form to their manager.
- comply with the requirements of this policy and bring any safety concerns at work (including potentially violent situations) to their manager at the earliest opportunity
- adhere to school policies and safe working processes/procedures to minimise the risk of violence or aggression in their workplace e.g. lone working procedures, risk assessment control measures, training, etc.
- support managers in identifying additional measures (where necessary) which can help to prevent and/or manage work related violence in school

- support their colleagues, as appropriate, who have recently been victims of, or witnessed, work related violence

PCC Health and Safety (H&S) Manager

5.6 PCC H&S Manager is responsible for:

- providing post-incident advice within his area of responsibility and expertise, if requested by the schools management team
- reviewing and recording all schools VIR's submitted to the H&S Unit and advising school management teams on additional management actions/reporting requirements necessary for compliance with H&S legislation/Council policies i.e. RIDDOR, The Management of Health and Safety at Work Regulations 1999, etc.
- forwarding relevant copies of VIR's involving pupils to the PCC Admissions, Attendance, Exclusions & Reintegration Manager
- maintaining a corporate database incorporating schools VIR's and providing incident statistics to schools management teams, PCC senior management teams, PCC Admissions, Attendance, Exclusions & Reintegration Service Manager and the Teachers Liaison Panel (TLP). Incident statistic to be produced at least once a quarter and include a school-specific data.
- making available to school H&S representatives (including TLP), details of any RIDDOR report relating to a specific 'school' violent incident
- raising any school-specific violent incident management concerns with the potential to have an impact on the council or school, through their functional management chain (as detailed in the PCC Health and Safety Policy)

PCC Admissions, Attendance, Exclusions & Reintegration Manager

5.7 The PCC Admissions, Attendance, Exclusions & Reintegration Manager is responsible for:

- reviewing all VIR's forwarded from H&S Unit and tabling relevant incidents at service-specific meetings to identify/suggest relevant services/programmes that schools could be signposted to
- Liaise with Professional Bodies via TLP any additional information and resolutions linked to school specific data provided by the H&S Manager quarterly (included in JHSW Forum minutes)

6. Violent Incident Reporting Procedures:

6.1 The following 'violent incident' reporting procedure must be adhered to;

- Any school staff experiencing an incident of work-related violence deliberately targeted at them, that causes them physical harm or distress, must **verbally** inform their manager

at the earliest opportunity, then complete section 1 of the schools VIR form as soon as practical

- The manager must complete their relevant sections of the school VIR form, then forward the form to the Head Teacher, within the timescales specified on the form
- The Head Teacher is to review the VIR form completed by their management team, prior to completing the 'Head Teachers' section and forwarding copies of the form (and associated RIDDOR form if applicable) to the Council's H&S Unit, within the timescale specified on the form

Note: A copy of the VIR form and any associated post incident investigation report/other documented information (including photographs/videos/CCTV, if applicable) must be retained locally at the school, secured and treated as a confidential report.

- Upon receipt of the violent incident report form, the H&S manager will review the form and advise the Head Teacher (or relevant manager) if further reporting is required (RIDDOR) or further management action should be considered.

Note: the form and associated documentation will then be processed on the corporate database and retained of H&S Unit files. Reports involving pupils will also be forwarded to the Councils' PCC Admissions, Attendance, Exclusions & Reintegration Manager

7. Conducting a post-incident investigation:

7.1 All violent incidents should be investigated by the school management team as soon as reasonably practical to collate factual evidence and review management systems to establish what went wrong and what additional controls need to be implemented, to avoid similar incidents occurring

Note: the depth and type of investigation will be dependent on the severity (or potential severity) of the incident.

7.2 It is a management responsibility to initiate the post-incident investigation at the earliest opportunity and assistance should be sought from their school management team, health and safety representatives, etc., dependent on the incident and outcome/potential outcome. Advice can be sought from PCC support services, including the H&S Unit, where applicable.

Note: The success in continually improving the management of potentially violent situations will be partly dependent on the ability to learn from violent incidents and investigation reports. Accurate and consistent reporting, gathering and sharing information (investigation reports), monitoring incident statistics and risk assessment reviews are necessary to achieving this.

7.3 Where relevant, investigation reports must be recorded and post-incident action plans routinely updated by a nominated manager until fully implemented. Lessons learnt from the investigation should be communicated to all relevant parties, where this knowledge can prove beneficial in eliminating or reducing future violent incidents/incident outcomes in schools

Note: It is important to ensure factual information is retained to support/defend potential future litigation claims and provide an audit trail in case of HSE intervention.

8. Supporting school staff - post incident:

8.1 It is important staff receive the individual support they need in response to any incident of violence. Managers should recognise that people working in areas where aggression may be more commonplace may appear to build up a resistance to it; however support and the opportunity to discuss the impact of ongoing incidents should be made available on a regular basis. All managers should receive appropriate information and necessary training to enable them to recognise signs of stress, the impact of incidents and the support options available to their staff e.g. employee assistance programme.

8.2 It is important for staff to know that, if they have been the victim of violence and aggression, the school management team will support them and work to protect them and other staff from similar incidents. Where an incident is particularly serious, the school may take appropriate legal action to manage situations on a case by case basis i.e. where necessary seek an injunction to prevent an assailant gaining further access to staff or premises, consider a private prosecution or support the police in a criminal prosecution. These actions have and will be taken in order to demonstrate corporate support to staff and commitment to managing out violence in schools.

8.3 There may be times, despite all reasonably practicable measures being taken, when prevention is unsuccessful and staff are victims of aggressive behaviour. At these times the manager must ensure that the employee is fully supported. The following should be considered:

- ensure the employee is physically safe and protected
- ensure any medical treatment is procured immediately
- consider the need for immediate police involvement (in consultation with Head Teacher)
- ensure the employee has the opportunity to talk about the incident either with management, colleagues or the counselling service
- management reassurance is given to reduce feelings of guilt and/or anxiety
- consider special/compassionate leave for the employee
- explain to the employee the need to record the details of the incident but at an agreed and appropriate time
- share the experience at the appropriate time, with other team members to enhance support and learning
- consider, where appropriate, the award of ex-gratia payments if loss/damage to property/possessions has taken place

8.4 Managers should also consider, where appropriate, advising staff of the option of union support (if they are a union member) and referral to the occupational health team. Employees may require support with both short and longer term impacts resulting from the incident.

8.5 Employees have access to the 'employee assistance programme which provides unlimited access to confidential counselling support 24 hours a day, 365 days a year - temporary workers may not be entitled to use this service (for further information, contact your Human Resources department).

9. Management actions for consideration - prevention:

9.1 A key aim of the policy is to prevent violent incidents or aggressive behaviour taking place. Good risk assessment practice, the use of physical preventive measures, alarm systems, effective staff training/information is fundamental to achieving risk reduction.

9.2 In adopting this policy, the School aims to:

- reduce the risk and incidence of violence against school staff
- make appropriate training and information available for school staff
- ensure management standards are applied consistently throughout the school
- minimise the short and long term impact of any ill-health effects experienced by school staff following a violent incident

- ensure the school has robust systems in place to record, manage and monitor violent incidents
- ensure that those staff who have experienced or witnessed incidents feel sufficiently empowered to report them and have the matter treated seriously and dealt with effectively
- outline measures school managers will take to support staff experiencing violence related to their work

9.3 In developing strategies and mechanisms to mitigate the potential impact of violent behaviour, managers and staff should consider the following:

- the availability of job-specific training e.g. breakaway training, SCIP or Team Teach
- developing systems and/or team approaches for managing violence and aggression, such as check off boards, use of diaries, mobile phones, etc.
- developing local strategies for managing the impact of constant low-level aggression
- routinely carrying out management investigations into incidents

Note: If risk assessments highlight specific concerns regarding any of the above, managers should consult with the H&S Unit and Learning and Development team.

9.4 Where violence, intimidation or aggression from pupils or school visitors is serious or persistent, the school management team should seek further advice/assistance from the Council's Education team.

10. Withdrawing Services (Exclusion from school):

10.1 The Head Teacher has the authority to temporarily or permanently exclude pupils/others from school where deemed necessary. The decision to exclude permanently should be in consultation with the Council's Exclusions & Integration team.

11. Involving the police:

11.1 The Head Teacher, school managers and school staff can seek assistance from the police where the level of violence/frequency of violence is deemed to require police involvement. When considering police involvement, the Head Teacher should be consulted when appropriate (also union representatives/other professional bodies).

11.2 Examples of circumstances when the police should be called include:

- someone persists in threatening behaviour towards school staff
- a member of staff is physically assaulted
- someone enters a school carrying a weapon
- staff are unable to persuade someone behaving unreasonably to leave the school
- someone is behaving suspiciously in or around a school and/or a member of staff suspect a crime has been committed or is about to be committed
- someone exhibits unreasonable behaviour towards a member of staff and efforts have failed to resolve the situation but there is no perceived immediate danger, e.g. stalking, harassment, threatening telephone calls, cyber bullying, drug use, etc.

Note: this list is not exhaustive

12. Training requirements:

12.1 The school management team are responsible for ensuring all school staff are provided with adequate information, instruction and training so they can conduct their work

activities in a safe manner - to comply with the requirements of this policy and health and safety legislation referenced in this policy. Staff 'training needs' analysis should consider the following:

- managing foreseeable violent situations that may arise
- managing post incident support for staff directly/indirectly involved in a violent incident
- conducting investigations, post-incident (H&S Unit e-learning course available – see PCC H&S training policy)

12.2 Training with regard to managing foreseeable work related violence can include SCIPP, Team teach, conflict management training course, etc. Further advice on corporate training availability can be sought from PCC Learning and Development Services.

12.3 The H&S Unit e-learning course titled 'H&S: Incident Reporting and Investigation for Managers' is mandatory training for managers (see PCC H&S training policy).

13. Retention of records:

13.1 Violent incident reports, RIDDOR related reports and investigation records must be treated as confidential, and appropriately stored.

13.2 Violent incident reports, RIDDOR related reports and associated investigation reports must be retained for a minimum of three years from date of incident, dependent on the outcome of the violent incident and nature of any associated injuries. The council's H&S Unit can advise on specific reports and should be consulted prior to and 'violent incident report' records being deleted or destroyed.

14. Policy consultation:

14.1 The original policy has been subject to consultation as follows:

- Circulated by email to school focal points (including Joint Executives, Teacher Liaison Panel, Heads of Primary/Secondary schools focal points), PCC Corporate Management Board, PCC Child Support Commissioning Manager, PCC Head of Education, PCC Head of HR, PCC Union Representatives
- Presented to PCC Joint Health, Safety and Wellbeing Forum in August 2012
- posted on health and safety webpage of Portsmouth City Council's intranet

15. Communication and dissemination:

15.1 This policy is available on Policy Hub, the LA schools google-based website (managed by H&S Unit: <https://sites.google.com/a/lea.portsmouth.sch.uk/healthandsafety/>) and direct from the H&S Unit.

16. Policy review:

16.1 This policy will be reviewed annually by the H&S Unit and republished on a three yearly basis, or sooner if required.

17. Reference Documentation:

17.1 Additional DfE documents, PCC policies, health and safety legislation and other guidance documents that managers can refer to in conjunction with this policy include:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Education and Inspections Act 2006 (Section 93)
- The Education Act 1996 (Section 550AA) as amended by the Education Act 2011 Part 2
- DfE Guidance "Advice on School Security: Access to, and barring of individuals from, school premises" DfE-57521-2012
- DfE Guidance "Behaviour and discipline in schools: guidance for headteachers and staff" DfE-00023-2014
- DfE Guidance "Searching, screening and confiscation: advice for schools" DfE-00034-2014
- DfE Guidance "Health and safety: advice on legal duties and powers" DfE-00035-2014
- DfE Guidance "Use of Reasonable Force: advice for headteachers, staff and governing bodies" DfE-00295-2013
- DfE Guidance "Behaviour and discipline in schools: guidance for governing bodies" (*due for review January 2017*)
- DfE Guidance "Getting the simple things right: Charlie Taylor's behaviour checklists"
- Home Office Guidance "Advice to schools and colleges on gangs and youth violence"
- PCC Health and Safety Policy
- PCC Health and Safety Training Policy
- PCC Risk Assessment Guidance
- School (site-specific) Health and Safety policy

Note: All PCC corporate H&S policies and a link to 'Department for Education website' are available on the H&S page of the Portsmouth City Council intranet) and the schools H&S website (<https://sites.google.com/a/lea.portsmouth.sch.uk/healthandsafety/>)



Our aim is to provide a safe and pleasant environment for everyone

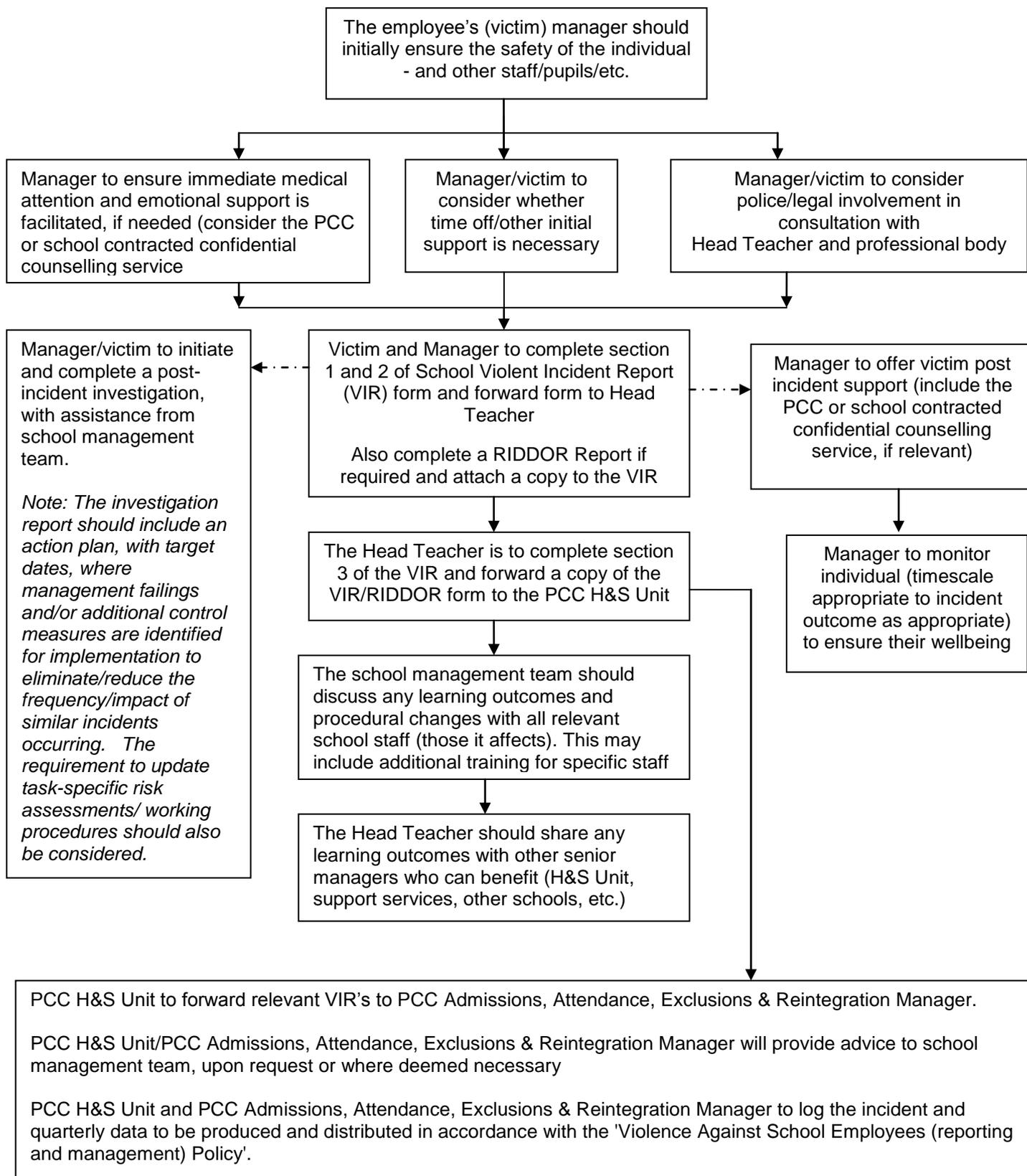
Verbal and physical aggression is not accepted in this building

Anyone displaying aggressive behaviour will be asked to leave and may be reported to the police

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Violent Incident Reporting in Schools – Flow Diagram

Where a violent incident occurs – the following actions should be taken in school by the relevant person(s):



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School Violent Incident Report Form (Portsmouth City)

Section 1: TO BE COMPLETED BY THE VICTIM AND FORWARDED TO THEIR MANAGER WITHIN 24 HOURS OF THE INCIDENT

Section 1 - School employee details (victim):					
Full name:		Male/Female:		Age (approx):	
Job title:		Work telephone no:		Name of Manager:	
Incident details:					
Incident date:		Incident time:		Name of School:	
Exact location of incident:					
Brief summary of the violent incident (facts only – use the continuation sheet if necessary)?					
What triggered the violent incident – brief factual details of events leading up to the violence (You can use continuation sheet)					
Type of violence encountered?	Physical <input type="checkbox"/>	Verbal <input type="checkbox"/>	Cyber-bullying <input type="checkbox"/>	Other <input type="checkbox"/>	
Was a weapon used?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes , what (chair, pencil, knife, stick, scissors, book, bat, bottle, etc.)?			
Were injuries sustained (physical/ psychological)	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes , what injuries and where on body?			
Was first aid required at scene?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes , give brief details (what and who by)?			
Was medical attention needed (hospital/doctor)?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes give brief details:			
Did the incident result in time off work?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes , how long (don't count day of incident)			
Perpetrator details (if known):					
Name?		Male/Female?		Age (approx)?	
Was perpetrator?	Employee <input type="checkbox"/>	School pupil <input type="checkbox"/>	Parent <input type="checkbox"/>	Contractor <input type="checkbox"/>	Other <input type="checkbox"/>
Witness details:					
Name(s) and telephone number?	1. 2. 3.				

Employee's signature:

Date completed and forwarded to manager:

Section 2: TO BE COMPLETED BY THE MANAGER AND FORWARDED TO THE HEAD TEACHER WITHIN 3 DAYS OF THE INCIDENT

Section 2 - Management action taken when the incident was reported:			
Were witness statements taken	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes, by whom?	
Has the incident been investigated?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If No, state reason why?	
Has a separate investigation report been completed?		YES <input type="checkbox"/> NO <input type="checkbox"/>	NOT REQUIRED <input type="checkbox"/>
Is this incident RIDDOR reportable?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes, attach a copy of RIDDOR to this form!	
Has the victim been offered support post incident?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes, give details of support offered?	
Have the police been involved?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes, give details of PC incident report number?	

Name (print): Signature: Date forwarded to Head teacher:

Section 3: TO BE COMPLETED BY THE HEAD TEACHER AND FORWARDED TO PCC H&S UNIT WITHIN 7 DAYS OF INCIDENT

Section 3 - Post Incident action taken by the school management team:			
Did a pupil carryout the violent incident?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes, what is their 'Unique Pupil Number' (UPN)?	
Is this incident RIDDOR reportable?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes, Is a copy of RIDDOR report attached to this form?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Has the employee (victim) been interviewed post incident to ensure they are fit for work		YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	
Has the employee (victim) been offered post incident counselling/support		YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	
Did the employee (victim) take up the offer of post incident counselling/support		YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	
Have any legal proceedings been taken/instigated against the perpetrator		YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	
Has any internal management action been taken against the perpetrator		YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	
Has any internal management action been taken against the employee (victim)		YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	
Has the post-incident investigation been completed/still on-going		YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	
Is there a documented investigation report available		YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	
Are you satisfied appropriate post-incident action has been taken?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If No, why?	
Have additional management controls been implemented post-incident?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes, what?	
Have 'lessons learnt' information been shared with relevant school staff/external parties?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes, What? (use continuation sheet)	
Has the victim been briefed on post incident management actions	YES <input type="checkbox"/> NO <input type="checkbox"/>	If No, state reason why? (You can use continuation sheet)	
Has a copy of this VIR been forward to PCC H&S Unit?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If No, why? (You can use continuation sheet)	

Name of Head teacher (print): Signature: Date:

Section 4: TO BE COMPLETED BY PCC H&S UNIT WITHIN 15 DAYS OF THE INCIDENT

H&S Unit actions taken post-incident:			
Has this VIR form been correctly completed by the school management team?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, why?
Has a RIDDOR report been completed by school/received by H&S Unit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Has a copy of this VIR been forwarded to PCC Admissions (Exclusions and Reintegration) Manager?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Has the H&S Unit had any involvement in post-incident investigation and follow-up actions?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
	If Yes , give details (use the continuation sheet if necessary):		
Has any significant trends relating to this incident been identified by the H&S Manager?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
	If Yes , give details?		
Have any other internal/external dept been informed of the incident by H&S Unit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
	If Yes , give details?		
Any additional comments relating to this incident (use the continuation sheet if necessary):			

Name of H&S Unit Rep (print): Signature: Date:

Guidance notes for completing this form:

1. This form is to be used for reporting violent incidents to school staff only.
2. This form is not to be used for reporting '**pupil to pupil**' violent incidents.
3. The school management team is responsible for the reporting, investigation and management of violent incidents in their school. Head teachers should complete sections 1, 2 and 3 if they are the victim of a violent incident.
4. Post-incident investigations should be proportionate to the incident and outcome/potential outcome.
5. This VIR form is a legal 'discoverable' document and all sections must be completed. Only the information requested should be included on the form. All post-incident management actions related to the incident should be recorded by the school management team in a separate investigation report - for audit purposes/litigation defence (Additional comments/ references/investigation reports, etc. should be retained separately but can be appended to the form, if appropriate).
6. This VIR form and any associated post-incident investigation report must be retained by the school in accordance with the 'Managing Violence against School Employees policy'. A copy of the completed VIR form must be forwarded to the PCC H&S Unit within the specified timescale.
7. See the corporate violent incident reporting policy applicable to schools - for further guidance (*available on the Portsmouth LEA website (<https://sites.google.com/a/lea.portsmouth.sch.uk/healthandsafety/>)*)

Continuation Sheet - Schools VIR Form