



Abbey Wood Grange Day Nursery

Staff Protection Policy

At Abbey Wood Grange it is of paramount importance that we provide a safe working environment for all adults and children.

Relationships with parents, guardians, carers, pupils' relatives and other visitors are valued and the nursery welcomes input from all sectors of the community. Mutual respect and shared responsibility for the children underpins all interactions.

Parental involvement is recognised and valued as an important factor in educational success and in dealing with emerging problems at an early stage.

All members of the nursery community have a right to expect that their nursery is a safe place in which to work and learn. However, on rare occasions, abusive or aggressive behaviour towards members of the nursery community can cause severe disruption or worse.

Violence, threatening behaviour or any kind of harassment or abuse against nursery staff or other members of the nursery community will not be tolerated. There is no place for acts of this nature in nursery.

It is nursery policy that all disagreements should be dealt with politely and calmly, so that, wherever possible, any potential difficulty will be diffused before it becomes an incident.

Any meeting between a member of staff and a visitor will take place in an area where the member of staff can access other support should it be needed.

What constitutes an incident?

An incident is defined as any interaction between a member of staff and another person in which the member of staff feels abused, threatened or unsafe within the working environment. This may be because of:

- Aggressive behaviour – verbal or non-verbal
- Inappropriate language including swearing
- Threats of physical violence to a member of staff or a pupil
- Actual physical violence

All incidents will be recorded by the Manager and, where appropriate, further action will be taken.

Incident Response

Level 1:

The other person will be politely asked to calm down and offered the possibility of discussing the matter with another member of staff present. If the incident happens outdoors in the school grounds the person will be asked to come into the building to a venue where the matter can be discussed quietly.

Level 2:

The person will be asked to leave the school premises and/or a member of the

Senior Management Team will send them an appropriate letter. The incident will be recorded and placed on file.

Level 3:

A member of the Senior Management Team will intervene and respond to the situation. The intervention will be recorded and placed on file.

Level 4:

The police will be informed immediately.

Procedures following an incident

Any violence, threatened or actual, will immediately invoke a ban from nursery premises. The police will be informed and every effort will be made to pursue a prosecution.

If a member of staff completes an incident form, the Senior Management Team will contact the person concerned and request a meeting at which it will be made clear that should this behaviour occur again further action will be taken. This meeting will be followed up in writing, confirming the discussion that took place and the decisions agreed as a result of the discussion.

In the event of an allegation made against a member of staff then we will follow all procedures as previously documented in the Safeguarding Children Policy.

Internal use only

Last updated/reviewed	Signed on behalf of the nursery	Date disseminated to staff
<i>February 2014</i>		