



CLEVELAND COLLEGE OF ART & DESIGN

<i>Title:</i>	Fights and Aggressive behaviour on site Procedure.		
<i>Version number:</i>	2.0		
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<i>Consultation taken place with:</i>	N/A	<i>Dates:</i>	
<i>Approved by:</i>	Equality, Diversity & Safeguarding Committee	<i>Date:</i>	March 2015
<i>Date to be reviewed:</i>	June 2018		
<i>Minor amendments:</i>	<i>Date:</i>		
	<i>Nature of:</i>		

The policy or procedure will be reviewed by the date shown on the front cover sheet, or sooner if a change in legislation, best practice, or other circumstances indicate that this is necessary. If, for whatever reason, the policy or procedure is not reviewed by the date shown, the policy or procedure shall stay in force until formally reviewed.

INTRODUCTION

1. Cleveland College of Art & Design takes the safety and security of all staff and students who make up the College community very seriously. On rare occasions staff may be required to attend an aggressive or violent incident on site, where they may need to intervene to prevent injury to either students or other members of staff.
2. This procedure provides simple and clear guidance to those staff who are present at the scene of an incident, and also to those who are called to assist. The procedure is designed to ensure the safety and wellbeing of staff and students.

SCOPE

3. This procedure has been written for use by College staff, and under no circumstances should it be used by students to intervene in an aggressive or violent situation.

DEFINITIONS

4. Aggressive behaviour – Verbal or physical aggression (including body language) between or towards staff or students. Aggressive behaviour can include, but not always, foul language, taunting or name calling, physical obstruction or unwanted close proximity.
5. A Fight – A verbal or physical interaction between one or more individuals, with the intention of emotional or physical harm.
6. Defence – An attempt by an individual to remove themselves from or prevent an aggressive situation.

PROCEDURE

Witnessing a fight or aggressive behaviour

7. Do not attempt to deal with the situation on your own if this is at all avoidable - **make sure you are safe from harm**. Do not attempt to part fighting students on your own.
8. **Make sure other students are safe from harm** – remove other students from the room or immediate location of the violence.
9. **Get help** – send another student to other rooms nearby to get assistance from other members of staff and/or to alert reception so they can call for assistance.
10. **Speak clearly and firmly** to the fighting or aggressive students telling them to stop and that you have called for assistance. Explain the consequences of not stopping. Remain calm throughout.
11. Once help has arrived **tell the students that you will intervene if they do not stop**.

12. **Only once you are sure you can keep the students apart should you attempt to intervene.** This is because a second phase of anger can be more dangerous than the first and may result in physical violence if this has not already been in evidence.
13. **Be calm but firm with the students through your voice and use of body language** and the use of any restraint, where this is necessary.

After the incident

14. The member(s) of staff involved should alert the manager responsible for child protection (Simon Morris, Student Services Manager) or a member of senior management and write out a report detailing what action was taken and why, and what the implications might be.
15. The manager responsible for child protection will determine any further actions to be taken in addition to alerting the appropriate Head of School or Head of Further Education, e.g. whether to alert the relevant authorities (police, social services, etc.) as well as parents, and will ensure both the student and staff member(s) are provided with advice and support.
16. The member of staff will be fully supported by the college providing their actions were reasonable throughout. 'Reasonable' is difficult to define – it will depend upon the situation. It generally means 'proportional'.
17. The member of staff must ensure that they write a full account of their actions and the incident they witnessed. This should include as much detail as possible including the names of any witnesses, both staff and students. They will need to provide this report to the manager with responsibility for child protection (Simon Morris). This should be submitted no later than 2 working days after the incident.

Aggressive behaviour towards staff

18. In the event that a student becomes aggressive towards you, you should ensure that you maintain a calm tone of voice, and keep your body language as relaxed as possible.
19. **Do not engage with an argument**, state clearly that the students behaviour is not acceptable but avoid entering into a discussion or argument with them as this can cause an escalation in aggression.
20. **Call for assistance**, if the situation continues to escalate do not continue to manage the situation yourself, ask a student to contact another member of staff, or make contact with reception to ask for help.
21. **Keep yourself and other around you safe**, ask those around you to leave the area and if possible leave the area yourself. If the aggressive

student is in an enclosed space remove yourself to the doorway and close the door, whilst maintaining visual contact with the student to ensure they do not come to any harm, then await assistance.

22. You have the right to use reasonable force to defend yourself and to prevent the student from causing you further harm, either while involved directly with the student or when attempting to leave the area. This may include restraining the student until help arrives. Again, any such incident must be reported to the manager responsible for child protection as soon as possible.
23. If the aggressive student has a weapon of any kind, and in your opinion intends to cause you physical harm, you should call for assistance and clearly state in your request that the student has a weapon. Those coming to your assistance can then be prepared for this and, if required, request police attendance.
24. Any incident should be fully documented in writing, and provided to the manager with child protection responsibility who will follow this up with appropriate managers within the college.

ROLES AND RESPONSIBILITIES

25. Staff – are responsible at all times to manage and maintain any aggressive situations, and respond accordingly, ensuring the safety of themselves and others within the college community.
26. Students – should report any incidents of this nature to the first member of staff they see. Students should also always respond calmly to any request made to them by a member of staff to either leave an area or request for assistance from another member of staff.
27. Manager with Responsibility for Child Protection – should respond to any report of physical violence or aggression determined within this procedure (within Child Protection guidelines) and ensure that all relevant staff within the college are fully informed and provided with any resulting documentation. The Manager with Responsibility for Child Protection will ensure that any external agencies such as the Police or Social Services and also parents are informed of any incident.

MONITORING AND EVALUATION

28. The procedure will be assessed against outcomes of incidents and from feedback from staff that have had to instigate it. The procedure will also be regularly reviewed by the author and presented to the consultative committee for revalidation every 2 years.

EQUALITY STATEMENT

29. This policy will be implemented in line with the principles of the college's commitment to equality and diversity which is: Cleveland College of Art and Design is committed to the principles of equality and diversity and aims to ensure that all employees and college users are treated fairly and equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

RELATED DOCUMENTATION

30. None.