



WICKERSLEY
PARTNERSHIP
TRUST.

Zero Tolerance Policy

DATE: March 2026

OWNED BY: Risk & Compliance Manager

APPROVED BY: Audit & Risk Committee

WICKERSLEY PARTNERSHIP TRUST

c/o Clifton Community School Cranworth Road Campus,
Cranworth Road, Rotherham, S65 1LN

 01709 807600  contactus@wickersleypt.org

 wickersleypt.org **CEO:** Mrs H O'Brien



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This policy does not form part of the contract of employment and from time to time may be altered following consultation and negotiations with recognised Trade Unions. Any changes will be communicated to employees with reasonable notice. The policy may vary from time to time on a case-by-case basis in consultation and agreement with Union Representatives.



1. Introduction

At Wickersley Partnership Trust (hereafter known as WPT), we strive to build a strong relationship with students, parents / carers, families, external visitors and members of the community to help create a stimulating learning environment that provides all students with the opportunity to achieve to the best of their ability.

To create a welcoming and safe learning environment, WPT implements a specifically designed set of rules and expectations regarding behaviour and conduct which all stakeholders are expected to act in accordance with.

WPT recognises that the vast majority of students, parents / carers, families, external visitors and members of the community will display consistently positive and respectful behaviour towards our employees, Governors, Directors and volunteers. However, on rare occasions these individuals may be subjected to violence, aggression or harassment.

On the rare occasions when employees, Governors, Directors and volunteers are subjected to violence, aggression or harassment, WPT operates a 'zero tolerance' approach. Behaviour of this nature will not be tolerated and those individuals displaying this type of behaviour need to be aware that they could be barred from school premises and reported to the relevant authorities and ultimately prosecuted.

WPT recognises that it has a legal duty under the Health and Safety at Work etc. Act 1974, to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of our employees. WPT also accepts that it has a moral duty to its employees, Governors, Directors and volunteers to protect them from harm.

This policy references 'protected characteristics' throughout - the GOV.UK website states that:

It is against the law to discriminate against anyone because of:

- | | |
|--|--|
| <i>Age</i> | <i>Gender reassignment</i> |
| <i>Being married or in a civil partnership</i> | <i>Being pregnant or on maternity leave</i> |
| <i>Disability</i> | <i>Race including colour, nationality, ethnic or national origin</i> |
| <i>Religion or belief</i> | <i>Sex</i> |
| <i>Sexual orientation</i> | |

These are called 'protected characteristics'

- | | |
|--|--|
| <i>At work</i> | <i>In education</i> |
| <i>As a consumer</i> | <i>When using public services</i> |
| <i>When buying or renting property</i> | <i>As a member or guest of a private club or association</i> |

You are legally protected from discrimination by the Equality Act 2010.

2. Definition of Violence, Aggression and Harassment

WPT defines these terms as any incident in which an employee, Governor, Director or volunteer is abused, intimidated, threatened or assaulted by one or more individuals in circumstances arising out of the course of their role with WPT. This applies whether the WPT employee, Governor, Director or volunteer is on or off duty and whether they are on or off WPT premises.

WPT considers the following list to be examples of unacceptable behaviours. This list should not be considered exhaustive:

Physical Assaults - using physical violence on an individual, e.g. hitting, slapping, punching, kicking and pushing. This may also involve physically intimidating an individual or partaking in unnecessary physical contact with an individual.

Verbal Abuse – aggressive behaviour that occurs through human communication. It is the use of language with the intent of offending, disparaging, threatening or undermining the well-being, self-esteem, and integrity of another person. This includes all protected characteristics.

Online Abuse or Harassment - use of information and communications technologies by an individual or group to cause harm to another person. Such behaviour often involves uninvited, intimidating, offensive comments or replies, images or other content used to attack, intimidate, threaten or upset an individual personally. This includes all protected characteristics.

1. Writing or posting abusive, offensive or defamatory comments about an individual or the school, including on social media
2. Posting vexatious content on social media that is damaging to the individual or the school's reputation
3. Sending aggressive communications through emails or other online mediums
4. Displaying disruptive or other inappropriate behaviour, which interferes or threatens to interfere with any of the school's operations or activities

Micro Aggressive Behaviour – microaggression is verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to targeted persons based solely upon their marginalised group. This can include psychologically harassing an individual, including displaying vexatious behaviour which is humiliating for the individual and is damaging to their self-esteem.

Bullying, Harassment or Intimidation - extreme or repetitive verbal or written abuse which causes personal offence or distress including unreasonable demands or blackmail. This may include sending abusive or threatening messages, emails or other communications.

Damage to Personal Property - any damage to the personal property of an employee, Governor, Director or volunteer, whether this is on a school site or elsewhere, in circumstances arising out of the course of their role with WPT.

Sexual Harassment - sexual harassment is defined as “unwanted conduct that violates an individual’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment”. It may take the form of unwanted verbal, non-verbal or physical conduct of a sexual nature and it is unlawful under the Equality Act 2010.

3. Roles and Responsibilities

WPT is responsible for the provision of measures to safeguard its employees, Governors, Directors and volunteers. It delegates the implementation of the measures provided for within this policy to the Chief Executive Officer, who in turn delegates this to the Headteacher of each individual school.

The School Will:

Ensure that risk assessments are undertaken where required to:

- Establish the risk of violence and assault
- Consider the risk of stress and/or secondary trauma which arises from working in fear of violence, aggression or harassment

- Take steps to remove these risks
- Where removal of the risk is not possible, reducing the risk by any necessary changes in working practices or by introducing appropriate protective and supportive measures
- Control measures taken to reduce the risk of violence and assault may include, but are not limited to, the provisions of alarms; revision of lone working and/or emergency procedures and changes to the working environment such as improved lighting or room layout
- Ensure that relevant staff and volunteers receive training at appropriate intervals in skills that can be used to minimise risks to personal safety
- Ensure that all individuals are aware of the procedure to report incidents of violence, aggression and harassment
- Ensure that all such reports are thoroughly investigated and responded to
- Offer and provide appropriate post-incident support, including the offer of independent support, advice and counselling
- Monitor the effectiveness of this policy

Parents / Carers, Families and External Visitors

WPT expects parents and external visitors to:

- Act in accordance with this policy at all times
- Support and reflect the Trust and school's ethos and values through their behaviour
- Set a good example to students through their behaviour and the way they interact with all other individuals
- Work together with the Trust and school for the benefit of students
- Treat all individuals with dignity and respect
- Work with the Trust and school to resolve any issues of concern
- [Parents/carers only] Support the school to correct their child's behaviour appropriately, particularly on the school grounds where it could otherwise lead to conflict, aggression or unsafe behaviour
- Respect the school's property and environment by keeping it clean and tidy
- Act in accordance with all relevant school policies and procedures at all times including, but not limited to, the following:
 - Alcohol and Substance Misuse Policy
 - Social Media Policy and Acceptable Use Policy
 - Copies of all relevant policies and procedures are available on the school website

4. Managing Violence, Aggression and Harassment Towards Employees, Governors, Directors and Volunteers

If an individual or group is behaving inappropriately, a report will be made to the Headteacher or a member of the Senior Leadership Team who will decide on the most appropriate course of action. Instances of inappropriate behaviour can be managed in a variety of ways, depending on the severity of the situation. This section details how WPT will respond to specific incidents. For any incidents involving students, decisions to seek advice and support from the police are consistent with the National Police Chiefs Council advice, contained within their guide 'When to call the police: Guidance for schools and colleges.'

Dealing with Weapons

If it is suspected that a student is in possession of a weapon, or there has been an incident involving a weapon, the employee should immediately inform the Headteacher or a member of the Senior Leadership Team. Employees are not expected to, and should not, deal with the incident on their own.

The Headteacher will decide about whether the student should be searched, with or without their consent, referring to the Department for Education guidance: (gov.uk/government/publications/searching-screening-and-confiscation) and the WPT Searching, Screening and Confiscation Guidance document.

If a weapon is found, or the student refuses to cooperate, the police should be called immediately. The student should be safely contained until the police arrive. If a weapon is found during a search before the police have arrived, it should be seized and kept in a safe, secure place until the police arrive.

If a student is found to be in the possession of a weapon, the student's conduct will be dealt with via the school's student Behaviour Policy/Handbook. The student may be removed from lessons and isolated from other students. Behaviour sanctions, including exclusion may be required. A fixed term suspension may be necessary in order to investigate the circumstances around the assault. As part of this process, an individual student behaviour risk assessment will also be carried out and the outcome shared with all employees that have contact with the student in question. The school's Designated Safeguarding Lead should also be consulted following an assault by a student, as there may be child protection or welfare issues to consider.

Incidents Perpetrated by Students

In the case of an assault or ongoing serious incident, the Headteacher or a member of the Senior Leadership Team dealing with the incident will take appropriate steps to ensure the immediate safety of students and employees. Depending on the severity of the incident, they inform the police of the incident and inform them that a response is required from them. In some circumstances the employee, Governor, Director or volunteer may not wish the police to be involved. However, the Headteacher has the final decision and may judge that the wider protection of the school community requires that a report be made to the police, notwithstanding the wishes of the individual.

Where an individual is assaulted by a student, the student's conduct will be dealt with via the school's student Behaviour Policy/Handbook.

Incidents Perpetrated by an Adult or Child Who is Not a Student

In the case of an assault or ongoing serious incident, the Headteacher or a member of the Senior Leadership Team dealing with the incident will take appropriate steps to ensure the immediate safety of students and employees. They will also ensure that the police are informed of the incident and that a response is required from them.

In some circumstances the employee, Governor, Director or volunteer may not wish the police to be involved. However, the Headteacher has the final decision and may judge that the wider protection of the school community requires that a report be made to the police, notwithstanding the wishes of the individual.

Schools have common law powers to bar a person engaging in the type of behaviours detailed in this policy from the school premises, in order to keep the school community safe. If an individual persistently behaves inappropriately, or there is a one-off significant incident, the School reserves the right to bar the individual from the school site.

The Headteacher is able to temporarily bar an individual from school premises. The individual, where it is possible to do so, should be sent confirmation of this temporary bar in writing. This written communication should detail that the decision will be reviewed by the ~~Chief Executive~~ Trust.

The Chief Executive Officer will make the final decision on if an individual is to be barred permanently from a school premises. The Chief Executive Officer may wish to take account of any representations made by the individual in making this decision. The individual will be notified in writing of the decision to permanently/indefinitely bar them from the school site, and of any further considerations, such as if the bar will be reviewed at any point and under what circumstances.

The Chief Executive Officer may also take legal advice to seek redress through the courts.

In instances where an individual who lives with or has access to children has committed a significant act of violence, aggression or harassment, the Headteacher should consider if there are child protection or vulnerable adult protection issues to consider. The circumstances in which this consideration applies should not be taken to be limited only to instances of physical or sexual violence. The Headteacher will apply discretion and may consult with the Chief Executive Officer.

Incidents Within the School Vicinity

WPT will also consider the risk of violent incidents within the local community, which, whilst not occurring on school premises, represent a risk to the safety of the wider school community. This may include, but is not limited to, organised crime group activity, knife crime and gang activity. In responding to this type of activity, it is likely to be appropriate for the school to produce a single agency or multi-agency plan and / or risk assessment.

When monitoring this type of activity, the school should never place an employee at risk of harm by asking them to directly monitor or intervene in person. Assistance from the police and partner agencies should always be sought in these instances.

If a specific violent incident occurs that impacts on the school, the Headteacher should convene a rapid response meeting with the police and appropriate partner agencies. This is particularly important if there is a continuing risk, for instance, if the perpetrator is still at large.

5. Supporting Employees, Governors, Directors and Volunteers Following an Incident

If an employee, Governor, Director or volunteer is subject to violence, aggression or harassment the following support will be made available:

1. The individual will be allowed to access a private area for as long as necessary following the incident
2. If the individual is an employee, they will be advised to contact their Trade Union, if they have not already done so
3. Where required, medical treatment will be sought. The designated first aider will be asked to support and further medical treatment / assessment sought as necessary. WPT will pay any reasonable charges (e.g. from a doctor, dentist or optician) that may be incurred following the assault
4. In the case of physical injuries or damage, if at all possible, photos should be taken
5. Professional counselling services will be offered to the individual by WPT, through either the Trust's employee assistance provider or Rotherham Counselling Service, as there may be stress and anxiety arising from an incident

Reporting Procedures

WPT believes that all incidents of violence, aggression or harassment should be reported, even if they initially appear trivial.

WPT will record all incidents, monitor this data and make it available to Trustees via the Estates and Compliance Committee. WPT will ensure all employees are made aware, at regular intervals, of the reporting procedures.

Only by reporting incidents can working practices and procedures be adjusted to provide as much protection as is possible. The cumulative effect of several minor incidents can be just as harmful as that from those of a more serious nature. Under the Health & Safety Policy all employees have a responsibility to report all incidents of violence, aggression or harassment to their line manager or Headteacher. Reports must include all details of when

the incident occurred, who was involved, descriptions of the perpetrator and any relevant circumstances that may have contributed to the incident.

The Headteacher must ensure that incidents are recorded on WPT’s recording system. The correct reporting procedure is via the ‘Incident’ module on ‘Every.education’. Records of any incident recorded in this manner will automatically be reviewed by the WPT Central Team.

The Headteacher will immediately report all significant incidents to the Chief Executive Officer. A significant incident could be a single, stand-alone incident that has a demonstrable impact on an individual. However, significant incidents can also be understood as a series of connected incidents that have a cumulative impact on an individual. The guiding principle on what is deemed significant should be the impact on the individual and / or the school.

The Central Team is responsible for any subsequent RIDDOR reporting under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The Estates and Compliance Committee of the Board of Directors receive a termly report on all incidents, including incidents of violence, aggression and harassment across the Trust. Incidents of appropriate significance will also be presented to the Chief Executive and Chair of the Estates and Compliance Committee between committee meetings.

6. Monitoring and Review

The Trust will review this policy and assess its implementation and effectiveness. The policy will be promoted and implemented throughout all schools.

This policy links with our policy on:

- Safeguarding Policy
- ICT Policy
- Social Media Policy
- Anti-Bullying Policy
- Behaviour and Conduct Policy
- Equal Opportunities Policy
- Health and Safety Policy

7. Version Control

Current Version: 2

Date	Revision (Details and Reason)	Author
October 2022	Version 1 <i>Policy established as a new policy</i>	<i>Operations Manager</i>
March 2026	Version 2 <i>Section 1 – addition of protected characteristics information</i> <i>Section 2 – minor wording amendment</i> <i>Section 3 - minor wording amendment</i> <i>Section 4 - minor wording amendment</i> <i>Section 5 - minor wording amendment</i> <i>Addition of Appendix B,C,D,E – template letters</i>	<i>Risk & Compliance Manager</i>

Appendix A

Proposed wording of letter to parents and families introducing the policy.

Dear parent / carer,

At Wickersley Partnership Trust (WPT), we strive to build a strong relationship with students, parents/carers, families and members of the community to help create a safe and stimulating learning environment for our students.

In order to ensure the safety of everyone, WPT operates a zero-tolerance approach towards violence, aggression or harassment towards our employees, Governors, Directors and volunteers. We will always support victims and will not hesitate to take appropriate action against those who act abusively.

The vast majority of students, parents / carers, families, external visitors and members of the community display consistently positive and respectful behaviour towards our employees, Governors, Directors and volunteers. However, on rare occasions these individuals may be subjected to violence, aggression or harassment.

As such, WPT has a legal duty under the Health and Safety at Work etc. Act 1974, to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of our employees. WPT also accepts that it has a moral duty to its employees, Governors, Directors and volunteers to protect them from harm.

We define violence, aggression and harassment as any incident in which an employee, Governor, Director or volunteer is abused, intimidated, threatened or assaulted by one or more individuals in circumstances arising out of the course of their role with WPT. This applies whether the WPT employee, Governor, Director or volunteer is on or off duty and whether they are on or off WPT premises.

We also class physical assault, verbal abuse, online or cyber abuse and harassment, sexual harassment and bullying as behaviour that shall not be tolerated towards any Trust employee or volunteer. This list should not be considered exhaustive.

Individuals displaying this type of behaviour need to be aware that it could lead to prosecution.

To ensure the safety of all WPT employees, Governors, Directors and volunteers, we will conduct regular and suitable risk assessments in relation to violence, aggression and harassment. Risk assessments will be kept under regular review and updated as necessary.

All schools within the Trust will also ensure that risk assessments are undertaken where required. This includes the removal of any risks or where removal of the risk is not possible, reducing the risk by any necessary means.

WPT expects all parents/carers, families, external visitors and students to act in accordance with the Zero Tolerance Policy and to support and reflect the Trusts and school's ethos and values through their behaviour.

In any situation in which an individual or group is behaving inappropriately, a report will be made to the schools Headteacher or a member of the Senior Leadership Team who will decide on the most appropriate course of action. Instances of inappropriate behaviour can be managed in a variety of ways, depending on the severity of the situation.

The Trust will endeavour to deal with all situations internally, but will take appropriate steps to inform the police if deemed necessary by WPT.



We look forward to working with all our students again this year and hope all students, parents / carers, families, external visitors and members of the community are able to follow the Zero Tolerance Policy to ensure a safe learning environment for everyone within the Trust.



Appendix B

Template letter to be used by Headteachers to warn an individual following an incident

Dear.....

At Wickersley Partnership Trust, we strive to build a strong relationship with students, parents / carers, families, external visitors and members of the community to help create a stimulating learning environment that ensures our students leave us able and qualified to play their full part in the wider world.

To create a welcoming and safe learning environment, the Trust implements a specifically designed set of rules and expectations regarding behaviour and conduct which all stakeholders are expected to act in accordance with.

On **(DATE)** the following incident occurred **(DETAILS OF INCIDENT)** [also include here details of any incidents previous to the most recent one]

Wickersley Partnership Trust operates a zero-tolerance approach towards incidents of violence, aggression and harassment. As a result of this incident and your behaviour, I must formally make you aware that any behaviour of this nature will not be tolerated by the Trust. We take seriously our responsibility to protect and support all members of our school community. Any further repeat of this behaviour may result in the Trust taking action which could include barring you from the school site and restricting your communication with the school.

Yours sincerely....



Appendix C

Template letter to be used by Headteachers to put in place measures following an incident (not barring)

Dear...

At Wickersley Partnership Trust, we strive to build a strong relationship with students, parents / carers, families, external visitors and members of the community to help create a stimulating learning environment that ensures our students leave us able and qualified to play their full part in the wider world.

To create a welcoming and safe learning environment, the Trust implements a specifically designed set of rules and expectations regarding behaviour and conduct which all stakeholders are expected to act in accordance with.

On **(DATE)** the following incident occurred **(DETAILS OF INCIDENT)** [also include here details of any incidents previous to the most recent one]

Wickersley Partnership Trust operates a zero-tolerance approach towards incidents of violence, aggression and harassment. As a result of this incident and your behaviour, I have put in place the following measures **(HEADTEACHER TO DELETE OR ADD TO THE LIST BELOW AS APPROPRIATE)**:

All further communication between you and the school must be via the following members of the Senior Leadership Team **(NAMED PERSONS)**

You should have no further direct communication with **(NAMED PERSONS)**

You are no longer permitted to use dojo / messaging system

Enter other outcomes as appropriate, including any different strategies you are requesting e.g. communication in writing, bringing an appropriate support person to meetings, etc

I will review these measures on **(DATE)** I will contact you at this time to undertake this review.

Should you disagree with this decision, you should put your concerns in writing to the Trust at the following email address: contactus@wickersleypt.org

Yours sincerely...



Appendix D

Template letter to be used by Headteachers to temporarily bar a person from the school site following an incident

Dear...

At Wickersley Partnership Trust, we strive to build a strong relationship with students, parents / carers, families, external visitors and members of the community to help create a stimulating learning environment that ensures our students leave us able and qualified to play their full part in the wider world.

To create a welcoming and safe learning environment, the Trust implements a specifically designed set of rules and expectations regarding behaviour and conduct which all stakeholders are expected to act in accordance with.

On *(DATE)* the following incident occurred *(INSERT DETAILS OF INCIDENT)* [include here details of any incidents previous to the most recent one]

Wickersley Partnership Trust operates a zero-tolerance approach towards incidents of violence, aggression and harassment. As a result of this incident and your behaviour, I have made the decision to temporarily bar you from school premises. This temporary bar is in place until *(DATE)*

This decision will be reviewed by the Trust. In addition to this temporary bar, I have also put in place the following measures *(HEADTEACHER TO DELETE OR ADD TO THE LIST BELOW AS APPROPRIATE)*:

All further communication between you and the school must be in writing via the following members of the Senior Leadership Team *(NAMED PERSONS)*

You should have no further direct communication with *(NAMED PERSONS)*

You are no longer permitted to use dojo / messaging system]

Enter other outcome as appropriate

Should you disagree with this decision, you should put your concerns in writing to the Trust at the following email address: contactus@wickersleypt.org

Yours sincerely



Appendix E

Template letter to be used by Headteachers to remove a temporary bar from the school site of a person following an incident

Dear...

At Wickersley Partnership Trust, we strive to build a strong relationship with students, parents / carers, families, external visitors and members of the community to help create a stimulating learning environment that ensures our students leave us able and qualified to play their full part in the wider world.

To create a welcoming and safe learning environment, the Trust implements a specifically designed set of rules and expectations regarding behaviour and conduct which all stakeholders are expected to act in accordance with.

Wickersley Partnership Trust operates a zero-tolerance approach towards incidents of violence, aggression and harassment. As a result of this incident and your behaviour, I made the decision to temporarily bar you from school premises from *(DATE)* to *(DATE)*.

As the barring from school site order ends on *(DATE)* and there have been no further incidents during this period, I will be removing the temporary bar from school site with effect from *(DATE)*.

However, I remain very concerned at the incident which occurred on *(DATE)*, and I emphasise to you that if there is any repetition of your inappropriate behaviour, I shall not hesitate to withdraw permission for you to come onto the premises again.

Yours sincerely



ZERO TOLERANCE

At Clifton Community School



WICKERSLEY
PARTNERSHIP
TRUST.



WPT employees, governors, directors and volunteers should never have to suffer violence, aggression or harassment in connection with their role.

WPT operates a zero-tolerance approach. Behaviour of this nature will never be tolerated.

If you have experienced violence, aggression or harassment we want to support you. Please report this immediately to your Headteacher or line manager. Incidents of violence, aggression or harassment must always be recorded on the WPT 'Every' database.

RECORD | REPORT | RESOLVE

The following will not be tolerated:



Physical Assaults



Verbal Abuse



Online abuse or
cyber harassment or abuse



Micro-aggressive aggression



Bullying, harassment
or intimidation



Damage to personal
property



Sexual harassment

Thank you for your cooperation



ZERO TOLERANCE

At Clifton Community School



At Wickersley Partnership Trust, we strive to build a strong relationship with students, parents/carers, families and members of the community to help create a safe and stimulating learning environment for our students.

Wickersley Partnership Trust operates a zero-tolerance approach towards violence, aggression or harassment towards our employees, governors, directors and volunteers. We will always support victims and will not hesitate to take appropriate action against those who act abusively.

If you witness this behaviour, please feel safe and confident in reporting this to the Headteacher.

The following will not be tolerated:



Physical Assaults



Verbal Abuse



Online abuse or cyber harassment or abuse



Micro-aggressive aggression



Bullying, harassment or intimidation



Damage to personal property



Sexual harassment

Thank you for your cooperation







Zero Tolerance Policy