**VIOLENCE IN THE WORKPLACE POLICY**

Definition for violence in the workplace

Any action which a person is abused, threatened or assaulted in circumstances relating to their work.

We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interest of the nursery school and staff that complaints should be taken seriously and dealt with fairly and in a way that respects confidentiality.

Should the need arise please follow this procedure:-

All incidents should be recorded in the **staff** complaints book using the following criteria.

- speak with Liza Langton (manager)

* an account of what happened
* details of the victim(s), the assailant(s) and witnesses;
* the outcome including working time lost to both the individual(s) affected and to the organisation as a whole
* details of the location of the incident.

Further help may be available from victim support. Alternatively, you can contact them yourself at the web address below or telephone 0808 1689 111. This support line operates 24/7

[www.victimsupport.org](http://www.victimsupport.org)

*This policy was adopted at a meeting of the nursery school held on*

*(date) …………………………………..*

*Signed on behalf of the nursery school ………………………………..*

*Understood and accepted by:*