



# VIOLENT INCIDENT REPORTING

**If you don't report it we can't stop it!**

## What is a violent incident?

Violent Incidents can take many forms but refers to any and all verbal, physical and written abuse or threats. A violent incident can be perpetrated by a pupil, parent or colleague.

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## Why report violent incidents?

Most of the time schools are orderly and safe places for staff and pupils but it is undeniable that the number of violent incidents is increasing and that education staff face a higher risk of verbal and physical assault than other occupational groups.

Everyone has a responsibility to report accidents and incidents regardless of how insignificant they may appear. Employers have a legal duty (Health and Safety at Work Act 1974) to ensure, so far as is reasonably practicable, the health of their employees at work, which includes acting to make sure they do not suffer violence, abuse or stress-related illness as a result of their work.

The HANDS system is not perfect, but all incidents logged on it are monitored and reported to education managers. So, it is an important part of raising the issue of violence and aggression in school and protect you, your colleagues and pupils.

## What should happen after a violent incident?

Once the immediate support and action has been taken, your manager should arrange a de-briefing session to discuss the incident with you, offering support and guidance as part of the process.

It should be supportive and include offering access to the Employee Assistance Provider and/or Occupational Health if necessary.

This should ideally take place between 12 and 72 hours after the incident.

There should be an investigation to establish what happened and identify the cause. It should help develop the Behaviour Risk Assessment to prevent a recurrence of the incident.

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## How can I report a violent incident?

Violent incidents should be reported verbally to your line manager and must also be reported on the HANDs system which can be found on Glasgow Online or scan the QR code

This should be done as soon as possible after the incident. To complete the form you will need your Employee Number and will be asked to provide:

- Basic details of the reporter, victim & witnesses
- A summary of the incident
- Measures taken to address the incident

You should also let your EIS Rep and/or H&S rep know.

You have the right to report the incident to the police if necessary.



The EIS will protect members. If problems are not being properly addressed, following appropriate procedures and in compliance with legislation the EIS will consider balloting for industrial action, up to and including strike action. Members should contact their Local Association Secretary at the earliest opportunity if they have concerns - email: [glasgowla@eis.org.uk](mailto:glasgowla@eis.org.uk)

