

# Pioneering Care Partnership (PCP) Violence in the Workplace Policy



## Aim

PCP is committed to providing a safe and healthy workplace for all. The Violence in the Workplace Policy aims to provide a safe working environment for staff and volunteers and ensure that people are alert to possible areas of potential violence.

## Policy Statement and Principles

The Board, Chief Executive and Senior Management Team are committed to ensuring that PCP is a safe place to work and takes any breaches of this Policy very seriously. Violence is unacceptable and will not be tolerated.

It is acknowledged that given the service provided and those we support, staff and volunteers may encounter violence. However, this acknowledgement is not resigned acceptance to any form of violence. PCP's Policy further acknowledges that co-worker violence can occur in any organisation, this is equally unacceptable and would be addressed through PCP's Disciplinary Procedure.

We aim to minimise the risk of violence through:

- Robust risk assessments;
- Implementing control measures;
- Listening to any concerns from staff or volunteers and taking remedial action;
- Rigorous reporting via PCP's Incident Reporting Forms;
- Classifying and reviewing incidents to learn lessons and improve practice;
- Comprehensive supporting procedures (see related procedures section); and
- Training and development.

## Scope

This Policy applies to all staff who work for PCP whether full-time or part-time, employed through an agency and placement students. This Policy also applies to PCP volunteers, including PCP Trustees.

## Exclusions

This Policy is non-contractual.

This Policy does not apply to service users. The Incident Reporting Procedure should be used to deal with specific incidents by members of the public and service users.

## Definitions

### Workplace Violence

The Health and Safety Executive (HSE) defines violence as "Any incident in which a person is verbally abused, threatened, intimidated or assaulted in circumstances relating to their work"

### Physical Assault:

The intentional application of force to the person of another without lawful justification, resulting in physical injury or personal discomfort.

### Pioneering Care Partnership

Registered Charity No. 1067888 Company registered in England No 3491237V.A.T Registration No 708 1680 37  
Registered office: Pioneering Care Centre, Carers Way, Newton Aycliffe, County Durham DL5 4SF

## **Non-Physical Assault:**

The use of inappropriate words or behaviour causing distress and / or constituting harassment. This includes intimidating abuse, serious or persistent harassment, victimisation or bullying and / or threats with or without a weapon.

## **Responsibilities**

**Trustees** are responsible for approving and reviewing this Policy as part of the review cycle.

**Senior Managers** are responsible for ensuring that the Policy is reviewed, disseminated and implemented, undertaking employee searches and addressing any concerns raised through this Policy.

**Human Resources** are responsible for ensuring that appropriate training to raise awareness of this Policy is available and that it is included in staff induction.

**Line Managers** are responsible for applying the Policy and procedures, including sharing the Policy with staff, ensuring understanding and compliance. Line Managers are also responsible for ensuring staff and volunteers attend training and report any incidents.

**Employees & Volunteers** are responsible for upholding best practice standards, reading and operating within PCP policies and procedures, adhering to PCP core values and raising concerns with their line manager.

## **Related Policies and Procedures**

PCP is also committed to the continued development and implementation of a range of measures and procedures to protect and support staff whilst engaging in organisational activities. This Policy should be read in conjunction with the following related policies, procedures or guidance:

- PCP Core Values Statement
- Health & Safety Policy
- Risk Assessment Procedures
- Lone Working Procedure
- Incident Reporting Procedure
- Dignity at Work Policy and Procedures
- Disciplinary Policy and Procedures
- Equality & Diversity Policy and Procedures
- Whistleblowing Policy & Procedures

## **Relevant Legislation**

This Policy is in line with the following relevant legislation:

- Health & Safety at Work Act (1974)
- The Management of Health and Safety at Work Regulations 1999
- Human Rights Act 1998
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

## **Monitoring and Review**

This Policy will be reviewed by the Health and Safety Sub Committee on a regular basis to ensure that it remains compliant (at least annually). A full formal review will also take place every 3 years by Senior Management Team as part of the Policy Review Cycle, and approved by the Board of Trustees.

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## Policy document tracking

Action	Date(s)
Draft to SMT:	8 <sup>th</sup> August 2017
Draft to Board:	21 <sup>st</sup> August 2017
Ratified by Board:	21 <sup>st</sup> August 2017
Approved Policy circulated to SMT:	4 <sup>th</sup> September 2017
Approved Policy uploaded to shared:	4 <sup>th</sup> September 2017
Approved Policy circulated to staff:	4 <sup>th</sup> September 2017
Interim Review Date:	July 2018, July 2019
Main Review Date:	August 2020
SMT Lead for Review	Paul Stafford

## Pioneering Care Partnership