



Chinnor Parish Council

Chinnor Community Pavilion
Station Road
Chinnor
OX39 4PU

POLICY ON VIOLENCE, THREATENING BEHAVIOUR AND ABUSE

Employer – Chinnor Parish Council
Volunteer – Parish Councillor or volunteer assigned by CPC
Employee – Salaried staff

The employer acknowledges and accepts its legal obligation:

- to provide and maintain safe systems of work for all employees and volunteers
- to provide all necessary information, instruction and training to enable individuals to be safe
- to provide and maintain a safe place for employers and volunteers to the council
- declares its intention to take all reasonable and practicable measures to support fully those employees and volunteers who are the victims of violence, threatening behaviour, verbal or physical abuse
- acknowledges that every employee and volunteer has the right to be treated with dignity and respect — assaults and verbal attacks on anyone are not acceptable under any circumstances
- will take measures to deter violence, threatening behaviour or abuse and take action

It is recognised that staff and volunteers also have obligations as follows:

- to read and understand the Code of Conduct, as signed when each term of office began
- to take reasonable care of their own health and safety
- to cooperate on health and safety matters
- to carry out activities in accordance with training, instructions, policies and procedures
- to tell the Clerk of any serious risks
- threatening and abusive behaviour will not be tolerated

Where a member of staff or volunteer suffers an assault or verbal attack away from her/his workplace, and if the assault arises in the course of or via the performance of her/his professional duties, support will be provided by the Council – support will depend on type of attack or assault and will be agreed with HR.

The employer will:

- record all assaults on staff and will make statistics based on the information available
- undertake regular, suitable and sufficient risk assessments

Assaults or verbal attacks

In the case of an assault or verbal attack, the Clerk or Chairman will immediately:

- Close the meeting with immediate effect (if during a CPC meeting)
- Close the office of all visitors (if in the CPC office)
- Take steps to ensure that everyone is safe
- Call the police, if a physical attack
- Note down all details of the event
- Contact the monitoring officer of SODC

Adopted for 2019 by CPC Full Council meeting dated 01-04-19