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**Astrea Academy Trust**

**Expected Behaviour of Visitors Policy**

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| Date | September 2019 |
| Written by | Edenthorpe Hall Primary Academy |
| Review Date | September 2020 |



**Policy for Expected Behaviour of Visitors & Parents**

**on school premises**

**Introduction and Rationale**

This policy links to our Academy aims and mission statement in the following way:

• We want children and staff to enjoy coming to school and feel safe, healthy and confident.

• We want visitors to remark on the wonderful caring ethos in the school, the stimulating environment (in and out of school) and the beautifully behaved and well-mannered children.

• We want to have an effective and supportive relationship with Parents, Transition Management Board, the local and wider community.

Our school encourages close links with parents and the community. We believe that children benefit when the relationship between home and school is a positive one.

It is important to us that we set good examples in school of the very best behaviour for our pupils as we know that is what parent/carers want and expect. The vast majority of parents, carers and others visiting school are keen to work with us and are supportive of our school and that is how we want our relationships with parents and visitors to be.

In order to help us maintain our high standards of pupil behaviour, we would ask that all parents and visitors behave with respect towards pupils and staff when in our school buildings or in the playground. This means being polite and not using raised voices or any other unacceptable behaviour.

We appreciate that sometimes, visitors or parents may be frustrated and angry and this can lead to them getting cross or demonstrating some aggression, towards school staff. The school expects its staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement, as appropriate, of other colleagues. However, all staff have the right to work without fear of violence and thus we will not tolerate instances of verbal or physical abuse on our premises.

Because we understand that there are some rare cases where frustrations get out of hand, we have outlined below the steps that we will, take on these occasions.

**BEHAVIOUR**

We regard the behaviours below as being unacceptable in our school. This is not an exhaustive list but seeks to provide examples of unacceptable behaviour.

• Shouting at staff, either in person or over the telephone.

• Physically intimidating a member of staff, child or parent e.g. by standing very close to

 him/her

• Verbal abuse, or making personal comments IE You are...

• The use of aggressive hand gestures e.g. two fingers raised

• Threatening school staff

• Shaking or holding a fist towards another person

• Writing abusive comments about a member of staff

• Swearing at a member of school staff, child or parent

• Pushing

• Hitting, e.g. slapping, punching or kicking

• Spitting

• Racist or sexist comments

• Breaking the school’s security procedures

Unacceptable behaviour will result in the Trust and, where appropriate, the Police being informed of the incident.

**PROCEDURE**

These are the steps that will be taken, by the school, in those rare cases where a parent or member of the public behaves in an unacceptable way towards a member of our school staff.

1. The Principal or an appropriate member of the senior staff, will seek to resolve the situation through discussion and mediation as soon as is possible following the incident. The parent or visitor may be issued with a warning letter, as part of this process.

 2. During the discussion with the parent/visitor, they will be given a copy of the school’s complaints procedure and encouraged to use this if the situation cannot be resolved by the initial discussion.

3. If a complaint is received following the discussion meeting with the Principal/senior staff member, because the discussion has not resulted in the parent/visitor being satisfied with the outcome, the complaint will be dealt with through the normal complaints process.

4. In the unlikely event that the unacceptable behaviour is repeated, or continues, or where there is an extreme act of violence, a parent or carer may be banned by the Principal from the school premises for a set period of time before a review by the Transition Management Board.

**Procedures for banning a parent/visitor**

Prior to being banned the following steps will be taken:

1. The parent/visitor will be warned, in writing, that s/he is banned and the dates of the ban made clear.

2. The letter will also make clear what will happen if the ban is breached, eg that an injunction may follow.

2. Where the ban is as the result of an assault on a member of staff a statement indicating that the matter has been reported to Police and the Trust will be included.

3. Where appropriate, arrangements for children to be delivered to and collected from the school gates will be clarified in the letter.

4. Following the letter being issued, The Chair of the Transition Management Board and the Chair of the Trust will be informed of the ban.

5. At the end of the ban, the Transition Management Board will invite the parent to discuss the situation with the Chair of the Transition Management Board with a view to resolving the situation speedily.

6. Following that meeting the ban will either be lifted, upon signed promises of future good behaviour, or will continue for an extended period.

7. At the end of any renewed ban, two Trust members will invite the parent to a meeting to discuss how the situation can best be resolved for the future.

8. In exceptional circumstances the Principal may request the Chair of the Trust for a permanent ban.

**CONCLUSION**

Children learn best when there is a positive partnership between home and school. Staff make every effort to work in harmony with parents for the benefit of pupils. However, this is only possible where parents behave in accordance with our expectations. Unfortunately, where a parent’s behaviour seriously threatens the right of staff and children to a safe working environment it will not be possible to continue working with him/her and, as a final resort, the Trust reserves the right to explore legal action.



**WELCOME TO OUR SCHOOL**

Notice to **all** parents, carers, visitors and children at Edenthorpe Hall Primary

This is a

 **ZERO TOLERANCE ZONE**

**Swearing, inappropriate language, threats or acts of aggression towards staff will not be tolerated on these premises.**

Anyone behaving in such a way will be asked to leave; they may receive a ban from the premises and their behaviour may be reported to the police.

Insert

School

Logo here

<Address>

<Date>

Dear <Name>,

I have received a report regarding your conduct on <date>. I understand that you <details> in our <location>.

I consider this type of behaviour unacceptable on the school’s premises. I am therefore writing to let you know that, if there is any repeat of this or any other unacceptable behaviour, I will be forced to withdraw your permission to come onto school premises without my direct invitation. This would leave you liable for a fine if you were then to come to the school.

In line with our Academy values, I would expect to see that you conduct yourself in an appropriate manner when interacting with any members of the Academy community on and off site.

If there are any issues which you feel impacted your conduct on this day, please feel free to book an appointment to discuss this further with <nominated staff member>.

Please be assured that this decision will have no impact on the support we will provide to <child’s name>. We will continue to work with you to ensure that s/he receives the education that s/he deserves.

Yours sincerely,

Principal

Insert

School

Logo here

<Address>

<Date>

Dear <Name>,

I have received a report regarding your conduct on <date>.

I understand that you <details> in our <location> and that you were advised to leave school.

I consider this type of behaviour unacceptable on the school’s premises. I am therefore writing to let you know that you are not allowed to come onto the school site until you have given a commitment not to behave in an inappropriate way. You will be allowed to come onto school premises only if it is by specific invitation to attend a meeting called by <vice principal> or me.

In addition, you should not call the school to speak to staff; instead all correspondence should be put into writing or via email to <email address>.

In line with our Academy values, I would expect to see that you conduct yourself in an appropriate manner when interacting with any members of the Academy community on and off site.

If you cause a nuisance or disturbance on the premises, you may be prosecuted under Section 547 of the Education Act 1996; if convicted under this section, you are liable to a fine of up to £500.

If there are any issues which you feel impacted your conduct on this day please feel free to book an appointment to discuss this further with <vice principal> in the first instance.

Please be assured that this decision will have no impact on the support we will provide to <child’s name>. We will continue to work with you to ensure that s/he receives the education that s/he deserves.

**The withdrawal of permission for you to enter the Academy premises takes effect immediately and <vice principal> will invite you in following a review on <date>.**

Yours sincerely,

Principal