John Ray Infants

Policy for unacceptable behaviour of adults



Policy created: February 2017

Ratified by Governors: 1st March 2017

Reviewed: March 2019 Signed…………………………………………

Next Review: March 2022 Date………………………………………

Introduction and Rationale

It is expected that all visitors to John Ray Infants will behave in the most appropriate manner at all times. We expect our children to behave well and we therefore expect adults to behave in the same way. Our Mission Statement and school aims clearly set out our expectations for everyone who visits or works at the school.

* We want our children, staff and visitors to enjoy coming to school and to feel safe, happy and welcomed.
* We want visitors to remark on the engaging atmosphere in the school, the welcoming environment and the well behaved children.
* We want to have an effective and supportive relationship with Parents, Governors, and the local and wider community.

The day to day access to a school is within the control of the head teacher. Normally parents/carers (and those with parental responsibility) are granted “limited licence” to visit the grounds and buildings of a school. If unacceptable behaviour is identified, this may result in the parent/carer or visitor being excluded from the school premises either temporarily or, in extreme cases, permanently.

Aims of this policy

This policy is aimed at clearly laying out the expectations for the behaviour of all adults that visit the school. It has been created with the aim to ensure that there is respect and tolerance for all members of the John Ray family.

The common purpose of this policy is clear:

* To achieve zero tolerance of violence, threatening behaviour or abuse in school, and to ensure all members of the school community, and all visitors to the school, can be confident that they are working within a safe environment.
* This policy will also be referred to if parents display inappropriate behaviour towards other parents/carers or adults on the school site.

We believe that the best and most successful relationships are those where there is mutual trust and respect. We encourage our parents to have an active role in their child’s education and therefore provide regular opportunities for them to visit the school.

Opportunities for parents and other adults to visit the school

These include:

* Parents evenings (Termly Learning Reviews)
* Class assemblies, shows and concerts
* Theme days/weeks
* Parent Council

The vast majority of parents, carers and other adults visiting school are keen to work with us and are supportive of our school. However, a tiny minority of parents could have a negative attitude towards the school and sometimes, this can result in aggression, verbal and/or physical abuse 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 abuse and the right, in extreme cases, of appropriate self-defence.

The school expects parents and other visitors to behave in a reasonable way towards school staff. This policy outlines the steps that will be taken where parents’ behaviour is unacceptable.

Unacceptable behaviour

Types of behaviour that are considered serious and unacceptable and will not be tolerated.

This is not an exhaustive list but seeks to provide illustrations of unacceptable behaviour.

* Shouting at school staff, either in person or over the telephone.
* Invading the personal space of a member of staff e.g standing very close to him/her
* Verbal abuse/ swearing at a member of school staff
* The use of aggressive hand gestures
* Making direct threats to school staff
* Writing abusive comments about a member of staff on social media
* Pushing, hitting, or being physically intimidating towards a member of staff
* Racist or sexist comments

Unacceptable behaviour will be referred to the school’s Governing Body and may result in the police being called.

Where there is evidence of unacceptable behaviour, the school will respond in a measured way, depending on the seriousness of any inappropriate conduct.

This will include:

• Initiating a meeting/dialogue with the individual/s involved in the incident.

• Writing to the parent/visitor describing their misconduct, explaining its impact on the school and stating why it is unacceptable.

• Varying the person’s access to the school grounds e.g through the addition of specific sets of conditions.

• Warning of the possibility of a ban to the school site if the misconduct is repeated.

• Imposing a ban with a review after a fixed period.

• Imposing a ban without review if the incident is serious enough in nature.

It is possible for the head teacher to initiate any of these actions on their own authority, but is less likely to lead to personal confrontation if the more serious sanctions are initiated by the governing body or local authority, as appropriate and therefore, if there is any doubt about the nature of the incident, the head teacher will consult with the Chair of Governors immediately after an incident has occurred.

Procedures to follow if an incident occurs

When a parent or member of the public behaves in an unacceptable way towards a member of our school staff or another parent, the head teacher or appropriate member of senior staff, will seek to resolve the situation through discussion and mediation. If necessary, the school’s complaints procedure should be followed. Where all procedures have been exhausted, and aggression or intimidation continue, or where there is an extreme act of violence, a parent or carer may be banned by the head teacher from the school premises for a period of time, subject to review. (see appendix 2 and 3 letters to parents)

The banning process

The head teacher will need to assemble the full facts before proceeding, making sure that all those involved in any incidents, or witnesses to those incidents, make a full written record as soon as possible. (appendix 1)

Prior to being banned the following steps will be taken:

1. The parent will be warned, in writing, that s/he is banned from the premises, subject to review, and what will happen if the ban is breached, eg that an injunction may follow.

2. Where an assault has led to a ban, a statement indicating that the matter has been reported to the Local Authority and the Police will be included.

3. The Chair of Governors will be informed of the ban.

4. Where appropriate, arrangements for children being delivered to, and collected from the school gate will be clarified.

The length of a ban

The ban should be finite in length, as only the most serious misconduct would justify an indefinite ban.

The duration needs to be sufficient to convey a clear message about the seriousness of the associated misconduct, but not so long as to be disproportionate. The aim should always to be to restore “normal” relations as soon as is reasonably practicable. Even if a ban is permanent, it should be reviewed periodically, taking account of subsequently demonstrated patterns of behaviour.

What does a ban achieve?

• It confirms to a parent that the school will not tolerate misbehaviour;

• Shows the school takes health and safety of its staff, visitors and pupils seriously;

• It provides a key element in making it easier to use legal remedies to prevent repeated misconduct, including use of S547 of the1996 Education Act to enable Police removal and possible prosecution of those on school premises without permission;

Parental Rights

Every attempt should be made to maintain normal communications with parents/carers, including giving them the opportunity to participate in elections for parent governors. Even where a parent/carer has been banned from the school premises, they retain their right to an annual consultation in relation to the educational progress of their child/ren. However, the school may determine who will be present at the meeting (e.g a senior member of staff might accompany the class teacher) and its location (e.g. it may well be arranged off site)

Who to contact if there is an incident of serious misconduct or emergency

In the case of serious misconduct or emergency by a parent/carer or visitor to the school, the police will be called. The head teacher will follow this up by contacting the Chair of Governors and the Local Authority.

Follow up actions and procedures

All incidents of unacceptable or inappropriate behaviour by a parent/carer or visitor to the school will be written up, and all witnesses to the incident required to make a full statement. (see appendix 1)

Conclusion

Children learn best when there is a positive partnership between home and school. Whilst every effort will be made to work with parents, this will only be possible where parents behave in an acceptable way. Unfortunately, where a parent’s behaviour is either unacceptable or serious it will not be possible to continue working with him/her and, as a final resort, legal action may be taken.

The school will take action where behaviour is unacceptable or breaches our health and safety policies.

This policy has been created with advice taken from the NAHT guidance and procedures.

This policy will be reviewed every three years by the Head teacher and Governing body.

Appendix 1

John Ray Infants Incident reporting form.

|  |  |
| --- | --- |
| Date of incident: | Time of incident: |
| Date incident reported: |
| Name of person reporting incident: |
| Name of person causing incident: |  |
| Status of person (eg parent/carer/visitor) |  |
| Full description of incident:(names of persons involved; location; nature of any injuries, attendance of emergency services etc) |
| Names of witnesses: |  |
| Initial actions/outcomes: |  |
| Summary of subsequent actions taken by the school: |  |

Appendix 2

Warning letter, from the head teacher: to parent/carer with child/ren at the school

Recorded delivery

Dear …………………………..

I have received a report about your conduct at the school on (enter date and time).

(Add factual summary of the incident and of its effect on staff, pupils, other parents.)

I must inform you that the local authority/ governing body (delete as appropriate) will not tolerate conduct of this nature on its premises and will act to protect its staff and pupils.

Therefore if, in the future, I receive any reports of conduct of this nature I will be forced to consider removing your licence to enter the school grounds and buildings. If you do not comply with that instruction I will be able to arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

Nevertheless, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report which I have received about your conduct.

These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct. To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by (state date ten working days from the date of letter).

Yours sincerely,

Head Teacher

Appendix 2

Banning Letter, from the LA or governing body: to parent/carer with child/ren at the school

Recorded delivery

Dear …………………………..

I have received a report from the headteacher at (insert name) School about your conduct on (enter date and time).

(Add factual summary of the incident and of its effect on staff, pupils, other parents.)

I must inform you that the local authority/ governing body (delete as appropriate) will not tolerate conduct of this nature on its premises and will act to protect its staff and pupils. On the advice of the headteacher I am therefore instructing that until …………….. (add date) you are not to reappear on the premises of the school. If you do not comply with this instruction I may arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

In the case of a primary school include:

For the duration of this decision you may bring your son(s)/daughter(s) (complete as appropriate) to school and collect them/him/her (delete as appropriate) at the end of the school day, but you must not go beyond the school gate.

In the case of infant children, also insert arrangements that have been made for your (delete as appropriate) son(s)/daughter(s) (insert child/rens names) to be collected, and returned to you, at the school gate by a member of the school’s staff.

The withdrawal of permission for you to enter the school premises takes effect straightaway.

However, I still need to decide whether it is appropriate to confirm this decision. Before I do so, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report which I have received from the head teacher. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct. To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by (state date ten working days from the date of letter).

If on receipt of your comments I consider that my decision should be confirmed, or extended, you will be supplied with details of how to pursue a review of the circumstances of your case.

In any event, the decision to withdraw your licence to enter the school premises will be reviewed by …………. (complete as appropriate). That review will take account of any representations that you may have made and of your subsequent conduct.

Yours sincerely,