

## **The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School Parents, Carers and Visitors Code of Conduct and Behaviour on School Premises Policy**

### **Purpose**

The Federation of Kintore Way Nursery School & Children's Centre and The Grove Nursery School believe staff, parents and children are entitled to a safe and protective environment to learn and work.

### **Aims**

- for all members of the school community to treat each other with respect

### **Expectations:**

- That adults set a good example to children at all times, showing them how to get along with all members of the school and the wider community
- That no members of staff, parents or children are the victims of abusive behaviour or open to threats from other adults on the school premises.

The school requires its teachers and other members of staff to behave professionally in difficult situations, attempting to defuse the situation wherever possible, and to seek the involvement of other members of staff as appropriate. However, all teachers and members of staff have the right to work without fear of harassment, violence, intimidation or abuse.

This policy outlines the steps that will be taken where the behaviour displayed falls below the standard the school expects and will not be tolerated. This policy relates to all school site user; parents, stakeholders and members of the public.

The types of behaviour which are unacceptable and will not be tolerated are:

- Disruptive behaviour or disorderly conduct which interferes or threatens to interfere with the operation of a classroom, office or any other area of the school grounds.
  - Shouting, either in person or over the telephone.
  - Using intimidating and/or threatening language or behaviour.
  - Using abusive, offensive or insulting language or behaviour.
  - Using aggressive or offensive hand gestures.
  - The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premise.
  - Any other behaviour likely to cause anybody witnessing it (including the recipient) alarm, distress or to fear that violence may be used against them or others.
- 
- Damaging or destroying school property.
-

- Sending abusive or threatening e-mails or text/voicemail/phone messages or other written communications.
- Defamation of the school or staff character on social networking sites.
- Approaching someone else's child in order to discuss or chastise them because of their actions towards your own children.

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

## **PERMISSION TO ENTER AND BE ON THE SCHOOL'S PREMISES**

### **Persons Causing Nuisance / Disturbance on School Premises Section 547 of the Education Act 1996**

School premises are private property and parents have been granted permission from the school to be on school premises. However, in case of abuse or threats to staff, pupils or other parents, school may bar parents from entering school.

The DFE guidance states that;

***'Schools can bar someone from the premises if they feel that their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It's enough for a member of staff or a pupil to feel threatened.'***

It is also an offence under section 547 of the Education Act 1996 for any person (including a parent) to cause a nuisance or disturbance on school premises. The police may be called to assist in removing the person concerned.

## **WITHDRAWAL OF PERMISSION TO ENTER AND BE ON THE SCHOOL'S PREMISES**

The school has the right to withdraw the permission for a parent or visitor to enter or be on the school's premises if their behaviour while they were previously on the school's premises was unacceptable. The withdrawal of permission will be effective as soon as the parent or other visitor has been told that they must leave and are prohibited from returning, and will be confirmed in writing by recorded delivery if the home address is known. The full procedure that the school will follow is outlined in further detail below.

If the parent or visitor causes a nuisance or disturbance while they are on the school's premises, they may also be prosecuted in the criminal courts under Section 547 of the Education Act 1996, be liable to pay a fine of up to £500.00 and have a criminal conviction recorded against them.

If the parent's behaviour is unreasonable, permission for them to be on the school premises may be withdrawn and they will become a trespasser.

## **OTHER CRIMINAL OFFENCES**

---

In addition to the criminal offence under Section 547 of the Education Act 1996 outlined above, unacceptable behaviour by a parent or visitor can also amount to several other forms of criminal offence.

### **Procedures**

If an incident arises, the member of staff should follow these procedures:

- Ask the person to leave or invite them to a room away from a crowded area or classroom.
- Ask a member of the Senior Leadership Team for support.
- In the event of violence or aggression, contact the police using 999.

### **After the Incident**

The Executive Headteacher will:

- Ask the people who witnessed the incident to make witness reports in writing as soon as possible after the incident. Reports must be signed and dated.
- Make it clear that the reports may be disclosed to the perpetrator and the witness should say whether or not they are prepared for this to happen.
- Consider whether the person should be barred or given a warning letter. Ask a member of the Senior Leadership Team for support.
- The Executive Headteacher will discuss this with the Chair of Governors and keep her/him informed.
- If a letter is thought appropriate, a letter will be sent to him or her.
- If a bar is appropriate, the Executive Head Teacher will write to the parent or visitor informing them that a temporary bar is in place. The parent or visitor will be given the opportunity to have a meeting with the Executive Headteacher. If the Executive Headteacher considers it unwise to allow the parent or visitor back on the premises at this time, s/he will impose a temporary bar for one week, to give the parent or visitor an opportunity to make representations in writing.
- Once the meeting or written representation has taken place the Executive Headteacher will write to the parent or visitor informing him/her of the decision to extend the bar or not to renew it after the initial week has elapsed.

### **Police Assistance**

In the event of a parent (or other person) becoming aggressive or violent, schools **should not hesitate to contact the police using 999.**

### **STEPS TO BE TAKEN IF AN INCIDENT OCCURS**

---

### **STEP 1: VERBAL WARNING**

The Executive Headteacher (or member of SLT) will speak to the person or persons perpetrating such an incident, privately. It will be put to them that such behaviour is unacceptable and an assurance will be sought that such an incident will not be repeated. It will be stressed on this occasion that repetition of such an incident will result in further more serious action being taken. If the Executive Headteacher has been subject to abuse this will be done by the Chair of Governors (or another appointed governor).

### **STEP 2: WRITTEN WARNING**

If a second incident occurs involving the same person or persons, the Executive Headteacher will write to the adult(s) informing them once again that this conduct is unacceptable. As for Step 1, if the Executive Headteacher has been subject to abuse this will be done by the Chair or Governors or other appointed governor. NB: Any incidents of violent conduct would immediately proceed to step 5. At any stage, the school may report serious incidents of abusive and threatening behaviour to the Local Authority. The school has a statutory responsibility to report any racist or discriminatory incidents to the Local Authority. Any act of actual or threatened violence will be referred to the police immediately. See STEP 2 example letter.

### **STEP 3: EXCLUSION FROM SCHOOL PREMISES**

If such an incident recurs or if an initial incident is considered serious enough, the Executive Headteacher would enforce an exclusion from school premises. The Chair of Governors and Head of Standards would be informed.

### **STEP 4: REMOVAL BY POLICE**

If, following a decision to exclude a person from the school premises, that person persists in entering school premises, they may be removed by the police as a trespasser under Section 547 of the Education Act 1996 and charged with an offence under the Public Order Act 1986.

### **STEP 6: PERMENANT WITHDRAWAL OF PERMISSION TO ENTER SCHOOL PREMISES**

In very extreme cases the school would write to the Director of Education requesting a permanent withdrawal of permission to enter the schools premises.

---

## Appendix

### Model Letter 1 – warning letter from Head Teacher

Dear

**Re: Your conduct on school premises on (insert date)**

In line with expectations of adult visitors to the school, as outlined in our home school agreement, I am writing to advise you formally that your behaviour on (Add date) was unacceptable. (Insert details of the incident).

*If the Head Teacher did not witness the incident they may wish to use the following text: I have considered the witness accounts of the incident, (if relevant: including your own), and it would appear (insert details of incident).*

I am not prepared to continue to accept such behaviour

I must warn you that any repetition of such behaviour towards any of the school staff, or others connected with the school will be followed by an immediate withdrawal of permission for you to enter the school premises.

I am copying this letter to the Chair of Governors and the Head of Standards.

Should you wish to discuss the contents of this letter please make an appointment to meet with me via the school office.

I expect all adults in the school to be polite to one another at all times and will not tolerate any abusive, threatening or aggressive behaviour by anyone.

I do hope that we can resolve these issues and work in partnership together to support your child's education.

Yours sincerely

Headteacher

---

## **Appendix**

### **Model Letter 2 –withdrawal of permission to enter school premises for one week (or so) whilst obtaining the parent’s account and views from Headteacher**

Dear

#### **Your conduct on school premises on (insert date)**

I refer to the incident that took place on school premises today (or insert relevant day) when you (insert details of the incident).

If the Headteacher did not witness the incident, the following text may be used: I have considered the witness accounts of the incident, (if relevant: including your own), and it would appear (insert details of incident).

Your behaviour falls short of the standard of conduct expected of those visiting the school. (Omit if this is a first incident – As you will remember, I have previously warned you about your behaviour when I wrote to you on (date)).

I have considered the matter very carefully and have decided that you should not be allowed on to the school premises from now until (insert date). During that time I will review the situation. Before I make a final decision you may, if you wish, write to me to give me any further information you want me to take into consideration. You have until (insert date) to write to me.

If you need to speak to me or a member of staff about any matter, please telephone and I will make the necessary arrangements and confirm them to you in writing. You will not be allowed to come onto the school site unless you have a letter from me giving you authorisation.

If you do not comply with this ban, you will be guilty of causing a nuisance or disturbance on educational premises. This is a criminal offence under section 547 of the Education Act 1996. If you were to commit this offence, you would be liable to prosecution in the magistrates’ court. If you were to be convicted, you would be liable to a fine and a criminal conviction.

I regret that I have had to take this action and hope that I can rely on your cooperation.

Yours sincerely

Headteacher

**By Recorded Delivery and Hand**

---

## Appendix

### Model Letter 3 –Withdrawal of permission to enter school premises for specified period from Headteacher

Dear

#### **Your conduct on school premises (insert date)**

I refer to the incident that took place on school premises on (insert relevant day) when you (insert details of the incident). In my letter dated (insert date), I referred to my intention to withdraw permission for you to enter the school premise and I invited you to make representations to me about this.

I have considered the points you have made to me and I have decided to proceed with the withdrawal of permission for a period of (insert number of weeks or an indefinite period), until (insert date), after which the bar will be reviewed by the Chair of Governors and myself.

I will write to you again when this review is going to take place so that you may make written representations, which we will take into account. When we have made our decision, I shall write to you to inform you of it together with our reasons.

If you need to speak to me or a member of staff about any matter, please telephone and I will make the necessary arrangements and confirm them to you in writing. You will not be allowed to come onto the school site unless you have a letter from me giving you authorisation.

If you do not comply with this bar, you will be guilty of causing a nuisance or disturbance on educational premises. This is a criminal offence under section 547 of the Education Act 1996. If you were to commit this offence, you would be liable to prosecution in the magistrates' court. If you were to be convicted, you would be liable to a fine and a criminal conviction.

I regret that I have had to take this action and hope that I can rely on your cooperation.

Yours sincerely

Headteacher

---

## Appendix

### Model Letter 4 –Reinstating access from Headteacher

Dear

#### **Your conduct on school premises on (insert date)**

On (insert date) I wrote to you informing you that I had temporarily withdrawn permission for you to come onto the school premises. To enable me to determine whether to confirm this decision for a longer period, I gave you the opportunity to let me have your written comments on this incident by (insert date).

I have not received a written response from you/I have now received a letter from you dated (insert date), the contents of which I have noted. (Delete either sentence as appropriate).

(However) in the circumstances, (insert detail) I have decided to restore to you the permission to come onto the school premises, with immediate effect.

Nevertheless I remain very concerned at the incident which occurred on (insert date), and I must warn you that if there is any repetition of your behaviour on that occasion, I shall not hesitate to withdraw permission for you to come onto the premises again.

Yours sincerely

Headteacher

---

# The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School

Policy Name

Parents, Carers & Visitor Code of Conduct

---

Adopted and signed on behalf of The Federation of Kintore Way Nursery School and Children's Centre & The Grove Nursery School by the Governing Body at the meeting on

3/12/19

---

Name of Governing Body Representative

Teresa Ali

---

Signature of Governing Body Representative



---

Date signed 3/12/19

---

Date to be reviewed:

---