

United Learning - Behaviour of Visitors

Policy Statement

United Learning is committed to ensuring the welfare and the educational progress of its pupils, working closely in partnership with parents, carers and families.

Our schools are committed to ensuring the safety of the staff and pupils. Parents and other visitors are expected to behave in a reasonable way towards members of school staff, and each school should have a policy to respond when the behaviour of parents and other visitors is unacceptable.

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

- shouting at members of the school staff, either in person or over the telephone
- physically intimidating a member of staff, e.g. standing very close to him/her
- the use of aggressive hand gestures
- threatening behaviour
- shaking or holding a fist towards another person
- swearing
- pushing
- hitting, e.g. slapping, punching and kicking
- spitting
- racist or sexist comments
- breaching the school's security procedures.

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

Where the behaviour of parents and other visitors is unacceptable, there are a number of options that the Headteacher can choose to use depending upon the severity of the behaviour. Options available to the Headteacher are:

- Initiate a meeting with the individual to discuss the issue, how it contradicts the school's policy and what can be done to resolve the situation
- Write to the individual, describing the unacceptable behaviour, explaining why it is unacceptable and what the impact has been on the school, and including an expectation for a change in behaviour
- Set conditions for future visits
- Where the behaviour is presenting a risk to the health and safety of staff and pupils, have the individual escorted off school premises
- Imposing a formal ban from all school premises. There is more advice about banning a visitor in this guidance.

In all of the above points (apart from the final one) it should be made clear to the individual that continued unacceptable behaviour can result in a ban from all school premises.

Imposing a fixed term ban

If the behaviour of a parent/visitor worsens to a degree where the safety and welfare of staff and pupils is likely to continue to be compromised, or the behaviour of an individual is repeatedly poor, the Headteacher can decide to ban the individual from the school for a fixed period of time.

The Headteacher should be able to demonstrate, if required, the efforts that have already been made to change the behaviour of the individual, and any responses from the individual.

The parent/visitor must be notified of the decision to ban, the duration of the ban, and also how to appeal to the LGB Chair should they wish to. There is an exemplar letter at Appendix 1.

Bans should be for a fixed period of time. Only in very exceptional circumstances should a permanent ban be considered. If a permanent ban is seen as the only possible solution advice should be sought from a member of the United Learning Senior Executive team before imposing it.

The Headteacher should inform the LGB Chair of a decision to ban a parent or visitor as soon as is reasonably possible as the parent/visitor might choose to appeal the decision.

The school must ensure that the ban does not put children at risk, and that where the ban affects the delivery and collection of children, appropriate alternative arrangements are put in place.

If the individual continues to access school property during the period of a ban, a headteacher can have the individual removed from the premises and prosecuted under Section 547 of the Education Act 1996.

United Learning is committed to ensuring that the application of this policy statement is non-discriminatory in line with the *UK Equality Act (2010)*. Further details are available in the United Learning *Equal Opportunities* policy. This policy is applicable to all members of the United Learning community and is available to all interested parties on the BieCloud. This document is reviewed annually or as events or legislation requires.

Procedure

Each United Learning school is responsible for ensuring that there is a school based policy and a set of procedures which make clear how the school effectively implements this United Learning policy in their local context and meets relevant regulatory requirements.

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Appendix 1: Model letter to parent/visitor notifying them of a ban

Date:

Dear [parent/visitor name]

I am writing to inform you of my decision to ban you from visiting any premises belonging to [school name] for a fixed period to [date] starting from now. This means you will not be allowed to visit any of [school name]'s premises for this period.

The decision to ban you from the premises has been taken following your behaviour on [date] and your failure to comply with the school's Role of the Parent policy on a number of occasions, despite previous requests to you to do so.

These occasions of non-compliance with the policy are -

[list of incident, date, action taken by school, action requested of parent/visitor]

If you fail to comply with this instruction you will be removed from the school premises and you could be prosecuted under Section 547 of the Education Act 1996.

You have the right to submit a written appeal against the ban to [insert contact information of LGB Chair]. The appeal should be submitted no later than [date]. Please be aware that the ban will remain in force during an appeal.

Yours sincerely

Headteacher