Ashleigh Primary School

Acceptable

Adult Behaviour & Restricted Access

Policy

Reviewed February 2020

Staff: February 2020

Approved by Governors: \_\_\_\_\_\_\_\_\_\_

Review date: February 2022

**British Values**

Through its curriculum, extra-curricular activities, teaching and learning this school will promote British values. By doing so, we will ensure that all learners understand the values that have traditionally underpinned British society. The teaching of these values will promote cohesiveness within our school and community. We will prepare pupils for life in England where the population has an increasingly rich diversity of backgrounds, origins, beliefs and cultures by promoting the values on which our society has been built. By teaching pupils these values we will help all to become good citizens of the United Kingdom of Great Britain and Northern Ireland.

**Race Equality and Racial Harassment**

Implicit in all our policies is a belief in race equality and everything will be done to promote this. We do not tolerate racial harassment. (Refer to School’s Race Equality and Racial Harassment Policies).

**Promoting Acceptable Adult Visitor Behaviour on School Premises**

OVERVIEW

Schools are private places even though they serve a public function. Parents and guardians of pupils who are on the school roll have an implied license to enter school premises however the headteacher and governors have the power set out the conditions and terms of this licence. The headteacher is legally responsible for the day to day running and organisation of the school and so sets the acceptable standard for the behaviour of adult visitors to the site. The parent’s licence can be withdrawn by the headteacher if they behave in a manner that is harmful to the other individuals using the premises. The ethos of this school requires all adult visitors to behave in an acceptable manner when on school premises. On almost all occasions, parents, guardians and other adults are polite, proper and behave in an acceptable manner when they are on the school site. On very rare occasions the behaviour of an adult falls below the standard that the school expects and this policy outlines how any such situation will be dealt with.

1. OBJECTIVES
2. To ensure that adults visiting the school behave in a polite and proper manner and that they conduct themselves in an acceptable way.
3. To ensure that all adults including visitors and members of staff are treated properly and respectfully.
4. To protect all in school from intimidating, unreasonable or threatening behaviour.
5. To ensure that people raise issues or complaints in a polite, proper and acceptable manner.
6. To ensure that there is zero tolerance of raised voices, threatening language or other unacceptable conduct on school premises.
7. STRATEGIES
8. If the unreasonable or unacceptable behaviour of an adult causes concern, the headteacher will ask that person to modify their behaviour and remind them of standard of behaviour expected of them whilst on the school’s premises. If they are unable to comply they will be required to leave and to make an appointment to return when they can conduct themselves in an acceptable manner.
9. On any occasion where a visitor becomes angry, agitated or aggressive they will be given the opportunity to calm down. If they are unable to calm down they will be required to leave and make an appointment to return when they can conduct themselves in an acceptable manner.
10. To ensure the safety and well-being of those in school the headteacher has the authority to set conditions under which those who have acted against the principles set out in this policy may visit the school on future occasions.
11. The headteacher will write to any person who has behaved unacceptably setting out the reasons for their action and the conditions under which they may in future enter the school premises (see attached sample letters)
12. The headteacher will notify the chair of the governing body and the appropriate LA officer of any situation where restrictions have been applied.
13. If a person enters school premises without the headteacher’s permission they will be asked to leave immediately. If they refuse, the police will be asked to remove them and they risk prosecution under Section 547 of the Education Act 1996.

OUTCOMES:

This policy will ensure that adults visiting the school behave in an acceptable manner. On the very rare occasions where this is not the case the headteacher will use the strategies set out in this policy to ensure that the school’s expectations are met. The headteacher has the legal authority to require any person who behaves in an unacceptable manner to leave the premises immediately and to request the police to remove them if they do not leave.

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INCIDENT REPORT FORM

This includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property. This form should be completed as fully as possible (please use a continuation sheet if necessary). For an incident involving or witnessed by a child, a member of staff should complete the form on their behalf. However, any discussion between one witness and another should not precede completion of the form, as this might lead to allegations of collusion.

Date of incident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day of week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member of staff reporting incident

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/role \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal details of person assaulted/verbally abused (if appropriate)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job/Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (if member of staff)

Details of trespasser/assailant(s) (if known \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Witness(es) if any

Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age (approx) \_\_\_\_\_\_\_\_\_\_\_ Gender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other information Relationship between member of staff/child and trespasser/assailant, if any.

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Details of incident :Type of incident (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment received etc). .

Location of incident (attach sketch if appropriate).

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Other details:

Describe incident, including, where relevant, events leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present?

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Outcome: (e.g. Whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action?).

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Other information (to be completed as appropriate

Possible contributory factors.

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Is trespasser/assailant known to have been involved in any previous incidents YES/NO?

Had any measures been taken to try to prevent an incident of this type occurring? If so, what? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Could they be improved?

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If no measures had been taken beforehand, could action now be taken? If so, what?

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Name and contact details of police officer involved, and incident number or crime reference number, as appropriate.

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Any other relevant information. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Model Letter 1** – warning letter from Headteacher.

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

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

If the Headteacher 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).**

Your behaviour falls short of the standard of conduct expected of those visiting the school. I must therefore warn you that if you are involved in a similar incident again, you will leave me with no alternative other than to restrict you from coming onto the school site without my written permission.

I do hope that this will not be necessary and that I can rely on your cooperation in this matter.

Yours sincerely

Headteacher

**Model Letter 2** – Ban from 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 restriction, 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

**Model Letter 3** – Ban from 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 restrict your access from the school premises 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 restriction for a period of (insert number of weeks or an indefinite period), until (insert date), after which the restriction 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 restriction, 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

**Model Letter 4** – ban from school premises from Headteacher and Governors

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 concerned about 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.

Chair of Governors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_