



**Broomwood Primary School**



*Together we believe. Together we achieve*

# **Parents, Carers and Visitors' Code of Conduct and Behaviour on School Premises Policy**

**Approved by:** Governing Body

**Date:**

**Last reviewed on:** Jan 24

**Next review due by:** Jan 25

This policy has been impact assessed against protected characteristics (race, gender and disability) and no adverse impact has been identified.

Governors and staff at Broomwood Primary School are very fortunate to have a supportive and friendly parent community. We know that our parents and carers recognise that educating children is a process that involves partnership between parents and the school. We welcome and encourage parents and carers to participate fully in the life of our school and we will act to ensure it remains a safe place to learn and work.

The vast majority of the parents and carers are keen to work with us and are supportive of the school's work. If a parent or carer has concerns we will always listen and seek to address them. We are happy to have meetings with parents to do this; however meetings may not be able to happen immediately but a date will always be agreed for a meeting to take place.

We expect all members of our school community to behave in a reasonable way and in line with our core values of: Welcoming, Respect, Togetherness, Nurturing and Commitment. Sadly, there are occasions when behaviour by parents, carers and visitors to the school is considered unacceptable. This policy outlines the steps that will be taken in those circumstances.

## **CODE OF CONDUCT**

At Broomwood Primary school, we expect all parents, carers and visitors to implement the following:

- Understand that both teachers and parents/carers need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct their own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Approach the school to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behaviour.
- Be respectful in the playground to both staff members and other parents in order that appropriate behaviour is modelled to all pupils.

## **TYPES OF UNACCEPTABLE BEHAVIOUR**

In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:

- 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, including the playground and just outside of the school gates.

- Using loud/or offensive/racist/homophobic language, shouting, swearing, cursing, using profane language, using an aggressive tone, attempting to physically intimidate, use of aggressive hand gestures or displaying temper.
- Threatening to harm a member of school staff, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- 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 Facebook or other social networking sites.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of their actions towards your own children.
- Smoking and consumption of alcohol or illegal drugs on school premises.
- Dogs being brought on to school premises with the exception of assistance dogs.

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

### **STEP 1:** Verbal warning or a first letter highlighting the inappropriate behaviour

The headteacher (or member of SLT) will speak to the person or persons perpetrating such an incident, privately or an initial letter will be sent highlighting what it says in the policy as a reminder. 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 headteacher has been subject to abuse this will be done by the Chair of Governors (or another appointed governor).

### **STEP 2:** Formal written warning

If a second incident occurs involving the same person or persons, the headteacher will write a formal letter to the adult(s) informing them once again that this conduct is unacceptable. As for Step 1, if the 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 4. 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 the school premises

If such an incident recurs or if an initial incident is considered serious enough, the headteacher with the support of the Chair of Governors (or other appointed governor) would enforce an exclusion from school premises.

#### **STEP 4:** Removal by the 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.

All parents, even if excluded from school premises, are not excluded from the rights to access to school and have a right to seek an appointment to speak to school staff about their child's educational progress.

## STEP 2 LETTER

This is an example of a warning letter to be sent to a parent, carer or visitor who has caused a disturbance at the school. The actual wording may vary according to the circumstances.

Dear

I have received a report from the headteacher of Broomwood Primary School about your unacceptable conduct on (date).

(Provide a brief summary of the incident and its effect on staff and pupils)

I note that you have had a private conversation about your unacceptable behaviour in the past and you reassured me (or member of the SLT) that such an incident would not be repeated. Therefore, this serves as your written warning.

I must inform you that the governors will not tolerate conduct of this nature and will act to defend school staff and pupils.

(Optional) If you are unhappy about any aspect of your child's education then you can arrange to have a meeting with the Headteacher at an appropriate time and place.

This letter serves as a final written warning, in accordance with our Visitor Code of Conduct and Unacceptable Behaviour on School Premises Policy. I must inform you that any repetition of such behaviour will lead to an immediate withdrawal of permission for you to enter the school premises.

Should you wish to discuss the content of this letter, please make an appointment to see me via the school office.

Yours sincerely

### STEP 3 LETTER 1

This is an example of an initial ban letter to be sent to a parent, carer or visitor who has caused a disturbance at the school. The actual wording may vary according to the circumstances.

At this stage, the ban takes effect immediately, but as the letter indicates, the parent must be enabled to make representations. A period of a week is recommended to allow for this, at the end of which the Chair of Governors should consider any representations made, then make a decision to either confirm the ban or discontinue it.

Dear

I have received a report from the headteacher of Broomwood Primary School about your unacceptable conduct on (date). (Provide a brief summary of the incident and its effect on staff and pupils)

I note that you have had a private conversation and a written warning about your conduct in the past.

I must inform you that the governors will not tolerate conduct of this nature and will act to defend school staff and pupils. On the advice of the Headteacher, I am therefore instructing you that until I have reviewed this incident, you are not to reappear on the school premises. If you do not comply with this instruction, I shall arrange for you to be removed from the premises. 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 currently liable to a fine of £500.

Special arrangements can be made for you to meet with the headteacher, if necessary, but this may only be with the written permission of the governors. The withdrawal of permission for you to enter the school premises takes effect immediately and will be in place for (insert days) school days in the first instance. If you wish to appeal this decision, you have the opportunity to write to me with any comments or observations of your own in relation to the report that I have received from the headteacher. These comments may be to challenge or explain the facts of the incident, to express regret and give assurances about your future good conduct.

If you do wish to appeal, please send me any written comments you wish to make by (date 10 school days from date of letter) so that I can take a further look into this case and make a decision on any appeal. If, on receipt of your comments, I consider that my decision should be confirmed, you will be supplied with details of how to pursue a review of your

case.

Yours sincerely

### STEP 3 LETTER 2

This is an example of a letter to state that a ban is being upheld. The actual wording may vary according to the circumstances.

Dear

On (date) I wrote to inform you that on the advice of the headteacher I had withdrawn permission for you to come onto the premises of Broomwood Primary School. To enable me to determine whether to confirm this decision for a longer period, I gave you the opportunity to give your written comments on the incident concerned by (date). I have not received a written response from you/I have received a letter from you dated (date), the contents of which I have carefully considered.

In the circumstances, and after further consideration of the headteacher's report, I have determined that the decision to withdraw permission for you to come onto school premises should be confirmed. I am therefore instructing that, until further notice, you are not to come onto the premises of the school without the prior knowledge and approval of the headteacher. If you do not comply with this instruction I shall arrange for you to be removed from the premises of the school. 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.

Even though we have taken this decision, the headteacher and staff at Broomwood remain committed to the education of your child(ren), who must continue to attend school as normal (insert for primary age children) under the arrangements set out in my previous letter.

This decision will be reviewed again (insert review date which should be a reasonable period and no longer than 6 months).

When deciding whether it will be necessary to extend the withdrawal of permission to come onto the school premises, consideration will be given to the extent of your compliance with the decision, any appropriate expressions of regret and assurance of future good conduct received from you; and any evidence of your co-operation with the school in other respects.

If you wish to pursue the matter further you have a right to complain to a panel of school governors who have not been involved previously and who will consider the circumstances of the decision to withdraw permission for you to come on to the school site. You can make your complaint by writing to the Clerk to the Governors, c/o Broomwood Primary School.

(Where the incident has arisen in the context of a parental complaint against the school,

the following may be inserted) Finally, I would advise you that I have asked the headteacher to ensure that your complaint that (insert details) is considered under the appropriate stage of the school's parental complaints procedure. The school will contact you about this in due course.

Yours sincerely