ROKESLY INFANTS SCHOOL

Visitor Code of Conduct

We encourage partnerships with our parents, and work hard to maintain mutual respect and recognition of shared responsibility for the children.

The code of conduct for visitors to school is that of mutual respect for school staff and children to all visitors. Included in this is respect for school property, other visitors and children.

The school expects parents and carers to respect the caring ethos of the school

- Respect the caring ethos of the school
- Understand that parents and teachers need to work together for the benefit of children
- Demonstrate in their own behaviour that all members of the school community should be treated with respect
- 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 where it could lead to conflict
- Approach school staff to help resolve issues
- Avoid using staff as threats to admonish children

In order to support a peaceful and safe school environment the school does not tolerate:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, office or other area of school grounds
- Loud or offensive language, swearing, cursing or displaying temper
- Threatening to do actual bodily harm to a member of school staff, governor, visitor, parent/carer or pupil
- Damaging or destroying school property
- Sending abusive or threatening emails, text/voicemail/phone messages or other written communication
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff at the school on any social media sites
- The use of physical aggression towards another adult or child. This includes physically punishing your own child on school premises

  ... the school does not tolerate... the use of physical aggression towards another adult or child

- Chastising someone else's child
- Smoking, or consuming alcohol or drugs whilst on school property
- Bringing dogs on to school premises
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We thank our visitors for observing this.

However, in a very small minority of cases, the behaviour of a few parents can cause disruption, resulting in abusive or aggressive behaviour towards staff, other parents or visitors.

This will not be tolerated. All members of the school community have a right to expect that their school is a safe place.

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.

Risk Assessment

A risk assessment has been prepared to protect staff by ensuring:

- On home visits or parents evenings, teachers and teaching assistants will attend together.
- Individual consultations will take place in an area where staff may summon help if necessary.
- Two members of staff will see a parent together when it is thought that the consultation could be difficult.

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 the Head (or Deputy) for support.
- In the event of violence or aggression, contact the police using 999.

After the Incident

The Head will:

- Ask the people who witnessed the incident to make witness reports in writing as soon as possible after the incident. (See attached Incident Report Form). 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 banned or given a warning letter.
- The Head 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 ban is appropriate, the Head Teacher will give the parent an opportunity to make representations about this before finalising the ban
    - If the Head Teacher considers it unwise to allow the parent back on the premises at this time, s/he will impose a temporary ban for a week, to give the parent an opportunity to make representations in writing As soon as this happens, the Head will write to the parent informing him/her of the decision to extend the ban or not to renew it after the initial week has elapsed.
    - If a ban is renewed after the initial week, the Head will impose any further ban for a fixed period of time and explain that she will review the ban at the end of that period.

LA Role

If the incident is of a serious and/or violent nature, the Head and Local Authority may agree that correspondence should be sent directly from the LA. In such circumstances the Head will contact the Education Helpline Coordinator and the procedures followed as stated in the last section.

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.** When the situation does not require immediate Police response, but there is prior knowledge of likely trouble, the Head Teacher may contact the local Police Station or the school's Police Liaison Officer for advice.

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..... **Time**

1. Member of staff reporting incident

Name ..... Position.....

Work address (if different from school address).

.....

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

Name ..... Position.....

Work address (if different from school address)/home address (if pupil).

.....

Age ..... Sex .....

3. Details of trespasser/assailant(s) (if known)

.....

4. Witness(es) if any

Name .....

Address.....

Age (approx) ..... Sex .....

Other information

Relationship between member of staff/pupil and trespasser/assailant, if any.

.....

5. Details of incident

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

.....

b) **Location of incident** (attach sketch if appropriate).

c) **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?

6. **Outcome:** (eg 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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7. Other information (to be completed as appropriate)

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

Name and contact details of police involved, incident number or crime reference number

Signed .....

Date .....

Model Letter 1 – example letter from Rokesly Head Teacher

Rokesly Infant and Nursery School

Hermiston Avenue, London **N8 8NH**
Tel: **020 8340 7687**
Email: **admin@rokesly-inf.haringey.sch.uk**
Website: **www.rokesly-inf.haringey.sch.uk**

Head teacher: Grant Bright

At Rokesly...
Our community is warm and welcoming
Learning is fun and fascinating
We celebrate the things that make us special
We challenge ourselves to go further

Monday XXXXXXXXXX

Dear XXXXXXXXX

I am writing to you concerning your behaviour on the school trip to XXXXXXXXXXX last week (date XXXXX). As you must understand, your aggressive behaviour and use of abusive language on the trip in front of pupils, parents and staff was wholly unacceptable and will not be tolerated by the school.

Despite being asked to desist from your behaviour by XXXXXXXXX the class teacher, it is clear that you continued to shout, swear and behave aggressively with no regard whatsoever for the many children present. Unfortunately, because of your conduct on the trip it is my duty to inform you that you will now be banned from future class trips for the rest of the academic year.

Following our meeting last week, I asked that you should not be present in the school building during the school day unless invited expressly to attend school with the permission of the Head teacher. Please ensure that you arrive on time to drop your child XXXXXX with the other children in XXXXXXXX class and are present at the door for collection at the end of the day.

The staff and governors of Rokesly Infant and Nursery school feel strongly that it is a parental duty to show children how they should behave and conduct themselves in all circumstances. We feel it is unacceptable for any pupil or adult to witness or be subjected to aggressive and intimidating behaviour or abusive language.

At Rokesly we are committed to ensuring that the interests of all our pupils are our paramount consideration.

Yours sincerely,

Grant Bright
Head teacher

Model Letter 1 – warning letter from Head Teacher

Dear

Re: 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 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).

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 ban 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

Head Teacher

Model Letter 2 – Ban from school premises for one week (or so) whilst obtaining the parent's account and views from Head Teacher

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 Head Teacher 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

Head Teacher

Model Letter 3 – Ban from school premises for specified period from Head Teacher

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 ban you from the 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 ban for a period of (insert number of weeks or an indefinite period), until (insert date), after which the ban 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 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

Head Teacher

Model Letter 4 – Unban from school premises from Head Teacher

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

Head Teacher