Warning or Banning Persons from School Premises Policy
Kingsmeadow School is committed to equal opportunities for all and the policy will be applied equally to all members of the school community regardless of gender, ethnicity, religion, sexuality, age or any disability.

We are committed to providing a calm, caring and well-ordered environment where everyone feels safe, happy and understands the expectations of attitudes to learning in order to create an ethos conducive to excellent learning and teaching for all.

We promote a culture of praise and encouragement and expect consistency of response to both positive and negative behaviour.

We believe that positive relationships based on mutual respect, promote positive attitudes to learning and that as students learn by example, all adults within school should act as positive role models with regard to their own behaviour.

Equality Targets

Everyone at Kingsmeadow School must strive to accept and meet the differing needs and aspirations of all members of the school community, using the human resources and skills available to us all to:-

1. Safeguard individuals from all forms of abuse and harassment. We must ensure that victims can be confident of support and, where appropriate redress. We must ensure that aggressors can never claim the excuse of acting out of ignorance.

Success Criteria

- Incidents of aggression and bullying are rare and dealt with effectively and outcome of which are recorded on Behaviour Watch.

2. Establish a school ethos built on mutual trust and respect. We should treat others as we would wish to be treated. We should respect other people, their property and school premises.

Success Criteria

- Students regularly receive merits and praise for their positive attitudes to learning, respect to others, their school campus and their local community.
- Incidents of disrespectful behaviour are rare and dealt with promptly and effectively and the outcome of which are recorded on Behaviour Watch.

3. Safeguard the rights and freedoms of others. We must actively pursue our aim to help pupils develop personal moral values which respect the values and tolerates differing religious and cultures.

Success Criteria

- Racist and homophobic incidents are extremely rare and dealt with promptly and effectively and the outcome of which are recorded on Behaviour Watch.
- Students display tolerance, support of and celebrate other cultures/religions through their work.

4. Develop an organisation which maximises pupil opportunity and experience. We must ensure that the curriculum and other activities encourages and supports the opportunity for all. We must ensure that pupils are not excluded from activities because of status or income.

Success Criteria

- All student groups are able to access the curriculum fully and discrete intervention results in specific gaps in student achievement narrowing and in line with the whole school population and national figures. Eg boys, girls, students with SEND and students receiving free school meals.
1. **Background**

   1.1 This policy has been produced to assist the head teacher when dealing with violence and threatening behaviour or abuse by parents of students in schools. The policy would also be applicable when dealing with other intruders on school premises.

   1.2 Violence, threatening behaviour and abuse against school staff or other members of the school community should not be tolerated. All members of the school community have a right to expect that their school is a safe place in which to work and learn as there is no place for violence or threatening behaviour in schools.

   1.3 The term 'parents' in this policy includes guardians and carers.

2. **Introduction.**

   2.1 Schools should be safe places where relationships between staff parents and visitors demonstrate a mutual respect and recognition of shared responsibility for students' welfare and educational progress. However, in a very small minority of cases, the behaviour of parents can cause disruption, resulting in abusive or aggressive behaviour towards staff.

   2.2 In extreme circumstances the head teacher may need to take action to prevent this type of behaviour. They must decide whether a situation has been reached for a warning letter saying that “repeats of such behaviour may well lead to a ban” or proposing an actual “ban”. This is a matter for individual judgement; things may occur in stages or, be so serious, that consideration of a ban becomes immediately apparent.

   2.4 This policy contains example letters warning/banning parents from school premises. The Head teacher (or governing body) considering issuing a warning/banning letter to parents, can amend these letters to reflect individual circumstances.

3. **Legal Position**

   3.1 The Head teacher should be aware that parents who have been banned from school premises have a general right to seek an appointment to speak to school staff in relation to their child's welfare or educational progress.

   3.2 Banning a parent from school premises should not put their child/children at risk. The head teacher must ensure that safe and effective arrangements are in place for delivery and collection of children to and from school.

   3.2 Schools may wish to contact the Council Legal department to discuss these issues, and receive further guidance on writing to parents in such circumstances.
4. **Risk Assessment**

4.1 Schools should consider the need for personal safety guidelines so that staff know how they are expected to deal with situations where their personal safety or the safety of students may be at risk.

A risk assessment should be prepared to protect staff by ensuring the following control measures are in place:

- means of summoning assistance is available in key areas
- individual consultations to take place in an area where staff may summon help if necessary
- two members of staff should see a parent together when it is considered that the meeting could be difficult.
- guidelines in place so that staff know how they are expected to deal with situations where their personal safety may be at risk.
- emergency procedures are in place and are known and understood by all school based employees

5. **School Procedures for Dealing with Aggressive Visitors**

- If an incident arises, a member of staff should:
  - Ask the person to leave or invite them to a room away from a crowded area or classroom.
  - Seek assistance from the head teacher (or in their absence a senior member of staff).
  - In the event of serious violence or aggressive behaviour, contact the police using 999.
  - Report the incident using the council incident report form HS20.

6. **After the Incident**

6.1 The Head teacher should:

- Ask the people who witnessed the incident to make witness reports in writing as soon as possible after the incident. (using the council incident report form HS20). Reports must be signed and dated.

- Make it clear that the reports may be disclosed to the perpetrator, and the witness should indicate whether or not they are prepared for this to happen.

- The head teacher should discuss the incident and actions to be taken with the governing body who should be kept informed of the incident.

- Consider whether the person should be banned or given a warning letter. If a letter is thought necessary, then the appropriate warning/banning letter should be sent to the parent. *(see model letters 1 and 2)*
If a ban is renewed after the initial period the head teacher should impose any further ban for a fixed period of time and explain that s/he will review the ban at the end of that given period.

As soon as this happens the head teacher should write to the parent informing him/her of the decision to extend the ban or not to renew it after the initial period has lapsed. (See model letters 3 and 4).

6.2. Before a ban is considered, a parent should be given the chance to make representations as to why they should not be banned from the premises; this may not always be possible as the parents behaviour may mean that the ban must take effect immediately. In those cases, the immediate ban should be for a relatively short period (three weeks or less), during which period the parent can make representations before the ban is confirmed and extended.

7. Police Assistance

7.1 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.

7.2 A parent cannot be prosecuted under section 547 of the Education Act 1996 merely for entering school premises after they have been banned. Section 547 is only applicable if the person causes a nuisance or police, Crown Prosecution Service or Local Authority to decide whether disturbance when on school premises after being banned. It is for the behaviour constitutes nuisance or disturbance.
Model Letter 1 – Warning letter from Head Teacher/Governing Body

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/Governing Body

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 the school. 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/Governing Body

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.

Delete this if no contact has been received from the parent (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
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