



# Bell Lane Academy

## **Policy on behaviour of parents (including carers) and visitors to our academy**

Reviewed November 2016

The Governing Body of Bell Lane Academy actively encourages close links with parents and the community. It believes that children benefit when the relationship between home and the academy is a positive one.

The vast majority of parents, carers and other visitors to our academy are keen to work with us and are supportive of the school and its work. From time to time it is necessary for parents and the academy to deal with problems relating to particular children. It is important that discussions between parents and staff are conducted in a calm and respectful manner.

The Governing Body expects and requires its members of staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement, as appropriate, of other colleagues. **All members of staff have the right to work without fear of violence and abuse**, and the right, in an extreme case, of appropriate self-defence.

Violence, threatening behaviour and abuse against academy staff or other members of the academy community, including other parents and children, will not be tolerated. **All members of the academy community have a right to expect that their academy is a safe place in which to work and learn. There is no place for violence, threatening behaviour or abuse in our academy.**

**We expect parents and other visitors to behave in a reasonable and respectful way towards members of school staff and the wider academy community at all times.** This policy outlines the steps that will be taken where behaviour is unacceptable.

Types of behaviour that are considered serious and unacceptable and which will not be tolerated in relation to members of staff, and other members of the community are:

- shouting, either in person or over the telephone.
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- emails and/or phone calls which amount to harassment or intimidation.
- Inappropriate electronic activity including publishing abusive or inappropriate content with regards to the academy, teachers or students on social networking websites such as Facebook and Twitter or in email communication.
- hitting, slapping, punching, kicking or pushing.
- physical intimidation, e.g. standing unnecessarily close to someone.
- the use of rude or aggressive hand gestures, including shaking or holding a fist towards another person.
- spitting.
- breaching the academy's security.

This is not an exhaustive list but seeks to provide illustrations of inappropriate behaviour. Whilst the use of such behaviour is unacceptable in all circumstances, the academy is particularly concerned to protect our children from being exposed to such behaviour (whether or not directed at them).

Unacceptable behaviour will result in the Governing Body being informed and may also result in the police being contacted about the incident.

## Parental/Visitor Access to the Academy Premises

Normally parents/carers (and those with parental responsibility), plus visitors, are granted what is known as 'limited licence' to visit the grounds and buildings of a school/academy. Where there are serious concerns regarding the conduct of a parent/visitor, and possible staff/child safety, the Head Teacher can:

- initiate a meeting with the individual.
- write to the parent/carer/visitor, describing their misconduct, explaining its impact on the academy and stating its unacceptability.
- vary the person's *licence*, say, through the addition of specific conditions.
- warn of the possibility of a ban (i.e. the withdrawal of their *licence*) if the misconduct is repeated.
- impose a ban with a review after a fixed period.
- impose a ban without review.

### Procedure to be followed

If a parent/carer or visitor behaves in an unacceptable way towards a member of the academy community, the Head Teacher or appropriate senior staff member will seek to resolve the situation through discussion and mediation. A member of the Governing Body may also be involved in any meeting.

If necessary, the academy's complaints procedures should be followed by the parent.

Where all procedures have been exhausted, and aggression or intimidation continue, or where the circumstances otherwise require it, a parent/carer or visitor may be banned by the Head Teacher from the school premises for a period of time, subject to review.

In imposing a ban the following steps will be taken:

1. The parent/carer will be informed, in writing, that s/he is banned from the premises, subject to review, and what will happen if the ban is breached, eg that police involvement or an injunction application may follow.
2. Where an assault has led to a ban, a statement will be issued indicating that the matter has been reported to the local police.
3. The Chair of Governors will be informed of the ban.
4. As appropriate, arrangements for meetings at the academy regarding children, and arrangements for children being delivered to and collected from the academy will be clarified.

### Conclusion

In implementing this policy, the school will, as appropriate, seek advice from Wakefield City Academies Trust if necessary, to ensure fairness and consistency.

This Policy will be reviewed annually.