THE HASELWORTH WAY PO12

GOSPORT

HASELWORTH PRIMARY SCHOOL

SAFE SCHOOL ENVIRONMENT POLICY

Policy approved:	**September 2024**	**FGB**
Signed:	*N Jones*	**Headteacher**
Signed:	*Dr C Roast*	**Chair of Governors**
Date of next review:	**September 2026**	**(every 2 years)**
Monitored and evaluated by:	**Headteacher and Chair of Governors**	**Termly**

Overview

Haselworth Primary School encourages close links with parents and the community. We believe that children benefit when the relationship between home and school is a positive one. The vast majority of parents, carers and others visiting our school are keen to work with us and are supportive of the school. However, on the rare occasions when a negative attitude towards the school or the community is expressed, this can result in aggression, verbal and/or physical abuse towards members of school staff or the wider school community.

We expect parents and other visitors to behave in a reasonable way towards members of school staff, visitors, parents and children. This policy outlines the steps that will be taken where behaviour is unacceptable.

Terms and legal implications

"Parent" has a very broad meaning in education law (see section 576 of the Education Act 1976). "Parent" means not just the child's natural parents, but includes individuals with "parental responsibility" for the child (as defined in the Children Act 1989) or who have care of the child.

School premises are private property. A parent of a child attending the school will generally have implied permission from the school to be on school premises at certain times and for certain purposes. However, if a parent's behaviour is unacceptable, the school may ban a parent from entering the school premises.

The Headteacher has a duty of care to both pupils and staff and may take action to prevent a person coming on to the school site where they consider them to be a risk to pupils, staff or other adults.

DfE guidance *"Advice on school security: Access to, and barring of individuals from, school premises"* (December 2012) states that ***it is enough that a person feels threatened even if specific threats are not made.***

Objectives

- To achieve zero tolerance of violence, threatening behaviour or abuse in schools
- To ensure all members of the school community and all visitors to school can be confident that they are operating within a safe environment.

Types of behaviour

Types of behaviour that are considered serious and unacceptable and will not be tolerated are:

- Shouting at members of the school staff, pupils, or other children and adults - either in person or over the telephone;

- Physically intimidating a member of staff, pupil, or other children and adults.
- The use of aggressive physical hand gestures such as finger wagging, shaking or holding a fist towards another person;
- Threatening, abusive or insulting behaviour;
- Swearing/ inappropriate language;
- Pushing, hitting, e.g. slapping, punching and kicking;
- Spitting;
- Breaching the school's security procedures.

This is not an exhaustive list but seeks to provide illustrations of such behaviour.

Unacceptable behaviour may result in the local authority and the police being informed.

Procedure

If a parent/visitor behaves in an unacceptable way towards a member of the school community, the Headteacher or appropriate senior member of staff should be informed immediately.

They will seek to resolve the situation through:

- Discussion and mediation;
- Asking the person to leave and return another time when they are calmer;
- In the event of violence or aggression, **the Police shall be contacted, using 999.**
- When the situation does not require immediate police response, but there is prior knowledge of likely trouble, the Headteacher may contact the local police station or the school's Community Officer for advice.

All incidents will be recorded on CPOMs immediately and passed to the Headteacher. All incidents of violence or aggression should be reported, and appropriately investigated, using the Hampshire County Council Health and Safety corporate online system.

Action to be taken

The Headteacher will investigate the matter and take the appropriate action required.

If a parent is abusive, threatening or violent the school can consider whether to issue a warning letter ban or an immediate ban. The circumstances of the incident will need to be considered to ascertain the appropriate course of action that should be followed.

- **Warning Letter -** A letter is sent to the parent warning them that if their behaviour is repeated they will be banned from the school site. See warning template letter (Appendix 1).
- **Immediate Ban -** A letter is sent to the parent advising them that they have been banned from coming on to school premises. See banning template letter (Appendix 2).

The action to ban a parent must be reasonable and proportionate to the incident. The aim should be to ensure the behaviour is not repeated and to protect school staff, pupils and other children and adults, and the Headteacher should choose the option they feel will achieve this aim. The decision to ban must be justified in all the circumstances upon investigation of the incident.

In the event of a ban

- The parent/carer will be informed, in writing, that she/he is banned from the premises, subject to review, and what will happen if the ban is breached, e.g. that police involvement or an injunction application may follow
- The ban will be for a specified period of time and a date given to the parent of when this decision will be reviewed. The decision will be reviewed on this date and the outcome advised in writing, to the parent.
- The parent will be given the opportunity to make representations in writing to the Headteacher as to why the ban should not remain in force. The Headteacher will respond in writing to any letter representations made.
- Where an assault has led to a ban, a statement indicating that the matter has been reported to the Local Authority and the Police will be included.
- The Chair of Governors will be informed of the ban.
- Where appropriate, arrangements for pupils being delivered to, and collected from the school gate, will be clarified.

Breach of a ban

Once a ban is issued by the school, should a parent ignore the ban and come onto the school site, they are trespassing.

Section 547 (1) of the Education Act 1996 (EA) makes it an offence for a person who is on school premises without lawful authority who: -

"causes or permits a nuisance or disturbance to the annoyance of persons who lawfully use those premises (whether or not any such persons are present at the time) is guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale" (up to £500).

Section 547 (2) EA 1996 – school premises include playgrounds, playing fields and other premises for outdoor recreation

Section 547 (3) EA 1996 – If a police constable has reasonable cause to suspect that any person is committing or has committed an offence under this section, he/she may remove him/her from the premises in question.

The Police can therefore remove anyone from the school site that is the subject of a ban and that parent could be charged with an offence.

Parents who make complaints and also display unacceptable behaviour

If a parent has made a complaint to the school about an issue and also displays inappropriate behaviour, the two issues will be dealt with separately. The banning letter to the parent will advise why the parent has been banned (i.e. their abusive behaviour) and the complaint dealt with as a separate issue in accordance with the school complaints policy.

APPENDIX 1

WARNING BANNING LETTER TEMPLATE

Dear [name]

I refer to your conduct on school premises on [date and time] when you [insert details of incident, its effect on staff, pupils and other parents].

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

You should be aware that section 547 (1) of The Education Act 1996 makes it an offence to trespass upon school premises and cause a nuisance or disturbance. Such behaviour may also lead to measures being taken in accordance with the Anti-Social Behaviour legislation.

The purpose of this letter is therefore to warn you that should there be a repetition of this behaviour, consideration will be given to banning you from the school premises and/or using the powers set out above.

However, I trust that this was an isolated incident and that we can now continue working together to ensure that [child's name] is able to make maximum use of his/her educational opportunities at the school.

Yours sincerely

Headteacher

Haselworth Primary School

APPENDIX 2

BANNING LETTER TEMPLATE

Dear

I was disappointed to hear from members of staff of the incident of [time, date].

I am informed that [insert details of incident].

Behaviour of this kind is unacceptable, particularly in the presence of young children to whom I have a duty to ensure feel safe and secure whilst on school premises. [Having taken into account that this is not the first time there has been unacceptable behaviour by you which has been reported to me and] the circumstances of this incident, I have now withdrawn permission for you to enter the school premises. You may come to the school gate where [insert child's name] will be greeted by a member of staff and assisted to settle into the school day.

I will review your ban from the premises on [insert date] and if your behaviour between now and then has been acceptable, I will consider lifting the ban. In the meantime, should you wish to make representations to me as to why this ban should not continue in force, you can do so in writing to me. I will take into account any apology for your behaviour and any undertaking that there will be no repetition.

If you enter the school site during your ban, you will be trespassing. You should note that Section 547 (1) of the Education Act 1996 makes it an offence to cause a nuisance or disturbance on school premises whilst trespassing. I am prepared to invoke these powers to ensure the safety and welfare of pupils and adults on school premises, with the assistance of the Police if necessary.

I hope that today's incident is an isolated one and that we can continue to work together to ensure that [insert child's name] has a positive educational experience at this school.

Yours sincerely

Headteacher
Haselworth Primary School