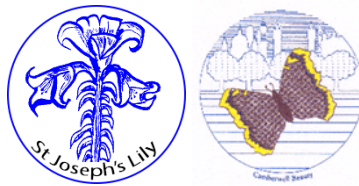


# St. Joseph's Camberwell Catholic Schools' Federation



## POLICY FOR REMOVING OR RESTRICTING ACCESS OF THIRD PARTIES TO THE SCHOOL PREMISES

Approved by:	Full Governing Body
Last reviewed on:	March 2021
Next review due by:	March 2023

## STATEMENT OF PRINCIPLES

The leaders of St Joseph's Camberwell Catholic Schools' Federation encourages partnerships and close links with parents and the community. We work hard to maintain mutual respect and recognition of shared responsibility for the children. It believes pupils benefit when the relationship between home and school is a positive one. This is set out in our Home School Agreement and ICT acceptable User Policies.

The vast majority of parents, carers and other visiting our schools are keen to work with us and are supportive of the school. However, on the rare occasions, when a negative attitude towards the school is expressed, this can result in aggression, verbal and/or physical abuse towards members of school staff or the wider school community.

The Leaders of the school expect and require 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.

We expect parents and other visitors to behave in a reasonable way towards members of school staff. If the visitors' behaviour is unreasonable, permission for them to be on the school premises may be withdrawn and they will become a trespasser.

This policy outlines the steps that will be taken where behaviour is unacceptable.

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

- Shouting at members of the school staff, either in person or over the telephone
- Swearing
- Physically intimidating a member of staff (e.g. standing very close to them)
- Threatening behaviour
- The use of aggressive hand gestures
- Shaking or holding a fist towards another person
- Pushing
- Hitting (e.g. slapping, punching and kicking)
- Spitting
- Breaching the school's security procedures.

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

Unacceptable behaviour may also result in the employing body and the police being informed of the incident.

### Procedure to be followed

If an incident arises, the member of staff should follow these procedures:

- Ask the person to leave.
- Ask the Head (or colleague/members of Senior Staff) for support.

- In the event of violence or aggression, contact the police using 999.

### After the incident

If a parent/carer/visitor, behaves in an unacceptable way towards a member of the school community the Executive Headteacher 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.
- Seek to resolve the situation through discussion in mediation.
- Consider whether the person should be banned or given a warning letter.
- If it's appropriate, the school's complaints procedures should be followed.

Where all relevant procedures have been exhausted and aggression or intimidation continue, or where there is an extreme act of violence, a parent/carer may be banned by the Executive Headteacher from the school's premises for a defined period of time.

- The Executive Headteacher will discuss this with the Chair of Governors and keep them informed.
- If a letter is thought appropriate, a letter will be sent to the person. **(See Model Letter 1).**
- If a ban is appropriate, Executive Headteacher will give the third party an opportunity to make representations about this before finalising the ban. If the Headteacher considers it unwise to allow the third party back on the premises at this time, they will impose a temporary ban for a week, to give the third party an opportunity to make representation in writing **(See Model Letter 2)**. As soon as this happens the Head will write to the third party informing them of the decision to extend the ban or not to renew it after the initial week has elapsed. **(See Model Letter 3 and 4).**
- If the ban is renewed after the initial week, the Headteacher will impose any further ban for a fixed period of time and explain that they will review the ban at the end of that period.

In imposing a ban, the following steps will be taken:

1. The parent/carer will be informed, in writing, that they are banned from the school's premises, subject to review, and what will happen if the ban is breached e.g. police involvement or an injunction application may follow.
2. Where an assault has led to a ban, a statement indicating the matter has been reported to the employing body and the police will be included.
3. The chair of governors will be informed of the ban
4. Where appropriate, arrangements for pupils being delivered to and collected from the school gates will be clarified.

### Police Assistance

In the event of a third party 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 Headteacher may contact the local Police Station.

Appendix 1:

**Incident report form**

This includes trespass, nuisance or disturbance on school premises, verbal abuse, written abuse (Inc. emails and social networking sites), cyber-bullying, 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:

Day of week:

Time:

**1. Member of staff reporting incident**

Name:

Position:

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

Job /Position (if a member of staff)

**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**

c) **Other details:** describe the 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:** (e.g. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action?)

7. **Other information (to be completed as appropriate)**

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

b) Give date and brief details of (7a) if known.

c) Name and contact details of police officer involved, and incident number a crime reference number, as appropriate.

d) Any other relevant information.

Signed

Date

Appendix 2.

**Model Letter 1 –warning letter from Executive Head Teacher**

Dear

**Re: Your conduct on school premises on (insert date)**

I refer to the incident that took place on DATE (or insert relevant day) when you (insert details of incident).

I have considered the witness accounts of the incident, if (relevant: include 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

Executive Headteacher

Appendix 3:

**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 DATE (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,

Executive Headteacher

Appendix 4:

**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 DATE 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

Executive Headteacher



Appendix 5:

#### **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

Executive Headteacher

#### **Conclusion**

The employing body may take action where behaviour is unacceptable, or there are serious breaches of a home-school code of conduct or health and safety legislation.

In implementing this policy, the school will, as appropriate, seek advice from the employing body's education, health and safety, and legal departments to ensure fairness and consistency.

This policy will be reviewed every 2 years.