



## Parent & Carer Code of Respectful Conduct Policy

### Dorothy Barley Junior Academy

This policy was devised and adopted in December 2016

Last review: September 2020

#### Related policies and guidance:

- Safeguarding Policy
  - Behaviour Policy
  - Advice on school security: Access to and barring of individuals from, school premises: For local authorities, school leaders and school staff DfE guidance December 2012
  - Persons Causing Nuisance / Disturbance on School Premises Section 547 of the Education Act 1996
  - Violence in the Workplace Policy
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#### 1.0 Introduction

Dorothy Barley Junior Academy is a caring school which aims to create a stimulating, learning environment in which every individual has the opportunity to be the best they can be. At Dorothy Barley Junior Academy we believe staff, parents and children are entitled to a safe and protective environment in which to learn and work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the school. We expect all in our school community to uphold our **Learning Values** of:

**Kindness, Respect, Honesty, Love, Tolerance, Determination and Pride**

#### 2. Aims of this policy

- That all members of the school community treat each other with respect

#### 2.1 Expectations of Parents/Carers:

- To respect the caring ethos and values of the school
- That both teachers and parents need to work together for the benefit of their children.
- Approaching school staff for help to resolve an issue is done in an appropriate manner
- All members of the school community are treated with respect using appropriate language and behaviour.
- The school needs to work with a child in order to clarify their version of events in order to bring about an appropriate solution to an issue.
- To correct their child's actions especially where it could lead to conflict, aggressive or unsafe behaviour – both on and off the school premises.
- To use other strategies rather than using 'staff' as threats to admonish their children's behaviour.

In order to support a peaceful and safe school environment the school will not tolerate parents, carers or visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with any of the school's operation or activities anywhere on the school premises.
- Any inappropriate behaviour on the school premises, including pushing, the use of aggressive hand gestures/exaggerated movements, shaking or holding a fist towards another person, hitting e.g. slapping, punching or kicking
- Using loud or offensive language or displaying temper either in person or over the telephone
- Threatening, in any way, a member of school staff, visitor, fellow parent/carer or pupil.
- Damaging or destroying school property.
- Sending abusive or threatening e-mails or text/voicemail/phone messages or other written communications to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social sites.
- The use of physical or verbal aggression/threats towards another adult or child. This includes physical punishment against your own child on school premises.
- Racist, homophobic, ageist, disablist or sexist comments
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking, spitting, taking illegal drugs or the consumption of alcohol on school premises.
- Dogs being brought on to school premises (other than guide dogs). Should any of the above occur on school premises the school may feel it is necessary to take action by contacting the appropriate authorities and/or sadly, consider banning the offending adult from entering the school premises.

Note: All parents or carers are responsible for ensuring they make all persons responsible for collecting their children aware of this policy and its contents. Please also note that this is not an exhaustive list but seeks to provide illustrations of such behaviour the school deem unacceptable.

**Unacceptable behaviour may also result in the local authority and the police being informed of the incident.**

Please note that incidents such as the above will be logged and will be reported to the Chair of Governors and Local Governing Body.

## **2.2. Use of Social Media**

Inappropriate use of Social Network Site Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and in some cases other parents or pupils.

The Department for Education/Government and Governors of Dorothy Barley Junior Academy consider the use of social media websites being used in this way as unacceptable. Any concerns you may have about the school or your child/children must be made through the appropriate channels

by speaking to the class teacher, a Senior Leader, the Headteacher or the Chair of Governors, where they will be dealt with fairly, appropriately and effectively for all concerned.

### **2.3 Libellous or Defamatory posts**

In the event that any pupil or parent/carer of a child/children at Dorothy Barley Junior Academy is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.

The school will also expect that any parent/carer or pupil removes such comments immediately.

### **2.4 Cyber Bullying**

We take very seriously the use of cyber bullying by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. The school will also consider its legal options to deal with any such misuse on social networking and other sites.

### **3.0 Banning Parents and Other Visitors from School Premises**

A school may consider that aggressive, abusive or insulting behaviour, or language from a parent presents a risk to staff or pupils. It is enough for a member of staff or a pupil to feel threatened. In such a circumstance, schools have a power in common law to bar the parent from the premises.

Section 206 of the Education Act 2002 makes it a criminal offence punishable with a fine of up to £500 for a person to trespass on school premises and cause a nuisance or disturbance.

Parents and some other visitors normally have implied permission to be on school premises at certain times and for certain purposes and they will not therefore be trespassers unless the implied permission is withdrawn.

If a parent or other person behaves unreasonably on school premises a letter should be sent to them withdrawing the implied permission for them to be there. Model letters are set out in Appendix 2. The initial letter should be sent by the Headteacher unless he or she has been personally involved in an incident and would prefer the letter to be sent to the designated person on behalf of the school or Trust.

If a person who has been banned subsequently trespasses and causes a nuisance or disturbance the matter should be referred to the Head of Legal Services who will write a warning letter.

Further breaches may lead to prosecution of the person concerned by either the Police or the Head of Legal Services.

It is important throughout this process that full records are kept of each incident, including details of any person(s) who witnessed the behaviour of the trespasser(s) since evidence will need to be provided to the Court (See Appendix 1).

Anyone who is dissatisfied with the ban and wishes to object against it should be referred to the school's Complaints Policy. This allows for an independent investigation to be carried out by the

Trust on behalf of the Chair of Governors. If the complainant remains dissatisfied after the investigation, there is recourse to the Governors' Complaint Panel.

School is not responsible for organising arrangements for children in the above circumstances. Parents will need to provide alternative arrangements for bringing children into school.

### **3.1 Unacceptable behaviour may result in the Police being informed.**

The school reserves the right to take any necessary actions to ensure that members of the school Community are not subjected to abuse. Parents have the right of appeal by writing to the Chair of Governors within ten days of permission to enter the school premises being withdrawn.

### **4.0 Responsibilities:**

It is the responsibility of the Headteacher and Governors to monitor and review this policy.

## Appendix 1- RECORD OF INCIDENT

### Incident report form

Relevant incidents include trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to property. Where possible, the form should be completed before any discussion between witnesses is possible, as this might lead to allegations of collusion.

This form should be completed as fully as possible please, using a continuation sheet, if necessary. For any incident involving or witnessed by a pupil or parent/carer/visitor, a member of staff should complete the form on their behalf. The completed form should be passed to the head teacher, for appropriate action and recording.

<b>Date of incident</b>
<b>Time of incident</b>
<b>Name of person reporting incident</b>
<b>Date incident reported</b>
<b>Member of staff recording incident</b>
<b>Date incident recorded</b>
<b>Name(s) of person(s) causing incident (where name(s) is/are unknown, provide other details of which may allow their identification)</b>
<b>Status(es) (parents/carers/visitors/trespassers) Full description of incident (e.g. names of persons involved; location; nature of any injuries; attendance of emergency services)</b>
<b>Names of any witnesses Statuses Initial action/outcome (e.g. Informal conciliation; police intervention; warning or banning letter issued) Summary of subsequent actions taken by the school, including risk assessments</b>
<b>Linked incidents (if any)</b>

## Appendix 2 - EXAMPLE LETTERS

Letter 1a: First letter warning of their conduct and that a site ban may arise if the behaviour is repeated.

To be sent by the Headteacher or Chair of Governors

IN PERSON or RECORDED DELIVERY

Dear

I am writing about your conduct which was reported to me /witnessed by me on (enter date and time).

[Add summary of the incident and of its effect on staff, pupils, other parents].

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

On behalf of the Headteacher / Governing Body I am sending you this letter which is a formal warning about your conduct. If further concerns about your conduct arise this could become a site ban and you will be informed of this in writing. This will be done in compliance of Section 206 of the Education Act 2002.

This action is regrettable but the safety and well-being of the staff and pupils at the school are a priority.

Yours sincerely,

Headteacher / Chair of Governors

Letter 1b: First letter informing of the site-ban, inviting their side of things in writing and explaining that a follow-up is proceeding.

To be sent by the Headteacher or Chair of Governors

RECORDED DELIVERY

Dear

I am writing about your conduct at on (enter date and time).

[Add summary of the incident and of its effect on staff, pupils, other parents].

I must inform you that the school and Trust will not tolerate conduct of this nature on its premises and will act to defend its staff and pupils. On behalf of the governing body / On the advice of the headteacher I am therefore instructing that (for a temporary period) you are not to reappear on the premises of the school. If you do not comply with this instruction, I shall arrange for you to be removed from the premises and prosecuted under Section 206 of the Education Act 2002. If convicted under this section, you are liable to a fine of up to £500.

For the duration of this decision you may bring your child/children to school and collect them/him/her (delete as appropriate) at the end of the school day, but you must not go beyond the school gate.

or

Arrangements have been made for your child/children to be collected, and returned to you, at the school gate by a member of the school's staff.

The withdrawal of permission for you to enter the school premises takes effect straightaway. However, I still need to decide whether it is appropriate to confirm this decision. Before I do so, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to this letter / the report which I have received from the headteacher. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct. To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by (state date ten working days from the date of letter).

If on receipt of your comments I consider that my decision should be confirmed, you will be supplied with details of how to pursue a review of the circumstances of your case.

Yours sincerely,

Headteacher / Chair of Governors

Letter 2: Follow up letter, after a response from the parent, confirming the site ban

To be sent by the Headteacher or Chair of Governors

RECORDED DELIVERY

Dear

I am writing to you about your conduct on (enter date and time).

[Add summary of the incident and of its effect on staff, pupils, other parents].

I must inform you that the school and the Reach2 trust will not tolerate conduct of this nature on its premises and will act to defend its staff and pupils.

As a consequence, I am therefore instructing that you are not to reappear on the premises of the school for an indefinite period.

As a consequence, I am therefore instructing that you are not to reappear on the premises of the school for the period from (date) to (date) inclusive.

If you do not comply with this instruction, I shall arrange for you to be removed from the premises and prosecuted under Section 206 of the Education Act 2002. If convicted, you are liable to a fine of up to £500.

If necessary, arrangements will be made to bring your child/children to you at the school gate at the front of the building, adjacent to the front office.

Yours sincerely,

Headteacher / Chair of Governors



Letter 2: Follow up letter, after a response from the parent, confirming the temporary site ban

To be sent by the Headteacher or Chair of Governors

RECORDED DELIVERY

Dear

On (give date) I wrote to you informing you that on behalf of the governing body / on the advice of the headteacher I had withdrawn permission for you to come onto the premises of Sir Martin Frobisher Primary Academy. To enable the school to determine whether to confirm this decision for a longer period, I gave you the opportunity to give your written comments on the incident concerned by (give 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).

In the circumstances, and after further consideration, I have determined that the decision to withdraw permission for you to come onto school premises should be confirmed. I am therefore instructing that until further notice you are not to come onto the premises of the school without my / the headteacher's prior knowledge and approval. If you do not comply with this instruction, I shall arrange for you to be removed from the premises and prosecuted under section 206 of the Education Act 2002. If convicted, you are liable to a fine of up to £500.

Notwithstanding this decision the school remains committed to the education of your child / children (delete as appropriate), who must continue to attend school as normal under arrangements set out in my previous letter.

I will take steps to review the continuance of this decision on (give date). When deciding whether it is necessary to extend the withdrawal of permission to come onto the school's premises, I will take into account the extent of your compliance with the decision, any appropriate expressions of regret and assurance of future good conduct received from you and any evidence of your co-operation with the school in other respects.

Yours sincerely,

Headteacher / Chair of Governors

Letter 3 (a): Confirming a Temporary Ban.

To be sent by the Headteacher or Chair of Governors

RECORDED DELIVERY

Dear

I wrote to you on (give date) withdrawing permission for you to come onto the premises of (insert name) School until further notice. In that letter I also advised you that I would take steps to review this decision on (give date).

I have now completed the review and have determined that it is not yet appropriate for me to withdraw my decision. (Give a brief summary of reasons).

I therefore advise that the instruction that you are not to come onto the premises of the school without my / the headteacher's prior knowledge and approval remains in place until further notice.

I shall undertake a further review of this decision on (give date).

[If the letter is from the headteacher] If you are dissatisfied with this decision, you have a right to complain to the Board of Governors or the Trust directly. The school will provide you with the relevant details of who to contact.

Yours sincerely,

Headteacher / Area Education Manager

Letter 3 (b): Lifting a Temporary Ban

To be sent by the Headteacher or Chair of Governors

RECORDED DELIVERY

Dear

On (insert date) I wrote to you informing you that I had temporarily withdrawn permission for you to come onto the premises of (insert name) School. 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).

In the circumstances, I have decided that it is not necessary to confirm the decision, and I am therefore restoring 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,

Headteacher / Chair of Governors

Letter 4: Terminating the Ban after Review

To be sent by the Headteacher or Chair of Governors

RECORDED DELIVERY

Dear

I wrote to you on (give date) informing you that I had withdrawn permission for you to come onto the premises of (insert name) School until further notice. In that letter I also advised you that I would take steps to review this decision on (give date).

I have now completed the review and have decided that it is now appropriate to change that decision. I am therefore restoring to you the permission to come onto the school premises, with immediate effect.

I trust that you can now be relied upon to act in full co-operation with the school and that there will be no further difficulties of the kind which made it necessary for me to prevent you entering the premises. I should point out that if there is any repetition of your behaviour, I shall not hesitate to withdraw permission for you to come onto the premises again.

Yours sincerely,

Headteacher / Chair of Governors