



# **BEECHVIEW ACADEMY**

## **Expected Behaviour of Visitors Policy 2023-24**

## **Statement of principles**

For the purposes of this policy, a “parent” is any adult including parents, carers, visitors supporting parents or any other adult who makes contact with the school or its staff members regarding school matters. This policy has been written taking into account the DfE Guidance ‘Advice on school security: Access to, and barring individuals from school premises’.

At Beechview Academy, we value the positive relationships forged with parents and visitors to the school. We encourage close links with parents and the community and believe that pupils benefit when the relationship between home and school is a positive one.

We strive to make our school a place where, as adults, we model the behaviour we teach and expect of our pupils. We place a high importance on good manners, positive communication and mutual respect. Almost all parents, carers and visitors to Beechview Academy are keen to work with us and are supportive of the school. However, on very rare occasions the behaviour of a small number of parents falls short of what we expect. This sometimes manifests itself in aggression, abuse or bullying towards members of the school community. This can be in written communication (including social media), on the telephone, over Teams, or in face-to-face incidents. In these situations, we expect members of staff to behave professionally, attempting to defuse the situation where possible and seeking the involvement as appropriate of other colleagues. Staff who face these situations have licence to end any conversation (face to face, via Teams, or on the telephone). They should then refer the incident to the Senior Leadership Team who will take appropriate action or invoke the provisions of this policy.

The overriding principle is, however, that all members of the school community have the right to work or be in school without fear of aggression, confrontation, abuse or bullying from parents. The Governing Body has a requirement to protect staff and students from such aggression. The progress and well-being of the parent’s child(ren) will be fully considered.

Actions taken against the parent will be reasonable and proportionate. The parent will have the opportunity to put their views forward at every stage. In the case of the imposition of conditions or a ban from school, robust review processes involving the Chair of Governors and then the Governing Body are in place to ensure fairness.

## **Definition of Unacceptable Behaviour**

We consider that aggressive, confrontational, abusive or insulting behaviour or language from a parent presents a risk to staff or students. Unacceptable behaviour is such that makes a member of staff or student feel threatened. This can be through face-to-face contact, via Teams on the telephone or in written communication (including social media). The following is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Any kind of insult or threat as an attempt to demean, embarrass or undermine;
- Continuous unreasonable behaviour that could be viewed as bullying;
- Raising of voice so as to be intimidating;
- Physical intimidation/confrontational, e.g. by standing very close to him/her or the use of aggressive hand gestures;

- Use of foul or abusive language;
- Any kind of physical abuse;
- Allegations which turn out to be vexatious or malicious.

The school's approach for dealing with incidents if a parent/carer/visitor behaves in an unacceptable way towards a member of the school community, is for the Headteacher or appropriate senior staff to assess the level of risk before deciding on a future course of action. The course of action will be reasonable and commensurate with the assessed level of risk.

### **Risk Assessment**

The Headteacher will assess the risk in order to help make a decision about the level of response. In all cases, the response will be reasonable and proportionate. The Headteacher will consider the following questions:

- What form did the abuse take?
- What evidence is there?
- What do witnesses say happened?
- Are there previous incidents to take into consideration?
- Do members of staff/students feel intimidated by the parent's behaviour?
- Is there any evidence of provocation?
- How high is the assessed risk that this will be repeated or there will be retaliation at the school's action? (low, medium, high).

### **Recording of Incidents**

Staff/students subject to abuse and witnesses will make written statements about incident(s) which will be kept on file in Google Drive/CPOMs with subsequent letters. This file will be kept by the Headteacher.

### **The School's response**

Following the completion of the Risk Assessment, the Headteacher will decide the level of action to be taken. Actions will include the following:

1. Clarify to the parent what is considered acceptable behaviour by the school. In some instances, it may be appropriate simply to ensure the parent is clear about behaviour standards expected by the school. This could be explained by letter from the Headteacher. This letter may contain a warning about further action if there are further incidents. Depending on the parent's response a meeting may then be held to discuss the situation and how this can be avoided in future.
2. Invite the parent to an informal meeting to discuss events. This could be helpful to discuss and diffuse the situation. The safety and well-being of those attending such a meeting must be carefully considered. Members of school staff will always be accompanied by at least one other colleague at any such meeting. Consideration should be given to the seating arrangements, and care taken to ensure exits cannot be blocked by a parent who could potentially become aggressive. The main points of discussion and any agreed actions should be noted, and a follow-up letter or email sent to confirm the school's expectations and any agreed actions.

3. Impose conditions on the parent's contact with the school and its staff. Although fulfilling a public function, schools are private places. The public has no automatic right of entry. Parents of enrolled students have an 'implied licence' to come onto school premises at certain stated times. It is for schools to define and set out the extent of such access. Parents exceeding this would be trespassing. Depending on the type, level or frequency of the unacceptable behaviour, the school may consider imposing conditions on the parent's contact with the school. These conditions may include (but are not exclusively):
  - Being accompanied to any meeting with a member of school staff by a member of SLT;
  - Restricting contact by telephone to named members of the SLT;
  - Restricting written communications to named members of the SLT;
  - Restricting attendance at school events to those where the parent will be accompanied by a member of the senior leadership of the school;
  - Restricting communication from the parent (e.g. blocking emails to certain addresses);
  - Restricting access to the school site by parents;
  - Any other restriction as deemed reasonable and proportionate by the Headteacher. In this case the parent will be informed by letter from the Headteacher of the details of the conditions that are being imposed. The parent would then be given 10 working days from the date of that letter to make representations in writing about the conditions to the Chair of Governors. The Chair of Governors would then decide whether to confirm or remove the conditions. This would be communicated to the parent in writing within 10 working days of the date of the parent's letter. If the decision is to confirm the conditions imposed, this decision will be reviewed by the Governing Body after approximately six months (and every six months after that, if appropriate). The parent will be invited to make written representation to the Governors. This and the evidence from the Headteacher will be considered at a meeting of the full Board of Governors. Governors may decide to maintain, extend or remove the conditions. The decision of the review will be communicated to the parent by the clerk to the Governors within 10 days of the date of the meeting. When deciding whether it will be necessary to maintain, extend or remove the conditions, Governors will give consideration to the extent of the parent's compliance with the conditions, any appropriate expressions of regret and assurance of future good conduct received from him/her and any evidence of the parent's co-operation with the school in other respects.
  
4. Imposing a ban: Where other procedures have been exhausted and abuse, aggression, intimidation or continuous bullying continues OR where there is an extreme act of violence then the school may consider banning the individual from school premises. This will include banning a parent from accessing school staff by written communication or telephone. In these circumstances, the individual would be advised in writing by the Headteacher that a provisional ban is being imposed. The parent would then be given 10 working days from the date of that letter to make representations about the ban in writing to the Chair of Governors. The Chair of Governors would then decide whether to confirm or remove the ban. This would be

communicated to the parent in writing within 10 working days of the receipt of their letter. If the Chair's decision is to confirm the ban, parents in these circumstances will be offered an annual meeting about their child's progress, usually with a member of senior staff. A decision to impose a ban will be reviewed by the Governing Body after approximately six months (and every six months after that, if appropriate). The parent will be invited to make written representation to the Governors; this and the evidence from the Headteacher will be considered at a meeting of the full Board of Governors. Governors may decide to remove the ban, extend the ban or impose conditions on parent's access to the school. The decision of the review will be communicated to the parent by the clerk to the Governors within 10 days of the date of the meeting. In deciding whether to remove or extend the ban or impose conditions, Governors will give consideration to the extent of the parent's compliance with the ban, any appropriate expressions of regret and assurance of future good conduct received from him/her and any evidence of the parent's co-operation with the school in other respects.

5. Removal from school: Parents who have been banned from the school premises and continue to cause a nuisance will be deemed to have committed a section 547 offence. They will be considered as trespassers. In these circumstances the matter will be reported to the police for them to take action.
6. Complaints policy: Any parental complaint that arises from incidents of abusive behaviour will be dealt with under the complaints policy.