



## **Managing Visitors to Wodensfield School Policy**

**Updated: March 2018**

**Amended: January 2018**

**Review: March 2019**

### **Summary**

Day to day access to a school is within the control of the Head teacher.

Normally parents/carers (and those with parental responsibility) are granted "limited licence" to visit the grounds and buildings of a school.

### **Visiting the school**

Wodensfield School is an orderly, safe place, where relationships between staff and visitors, especially parents/carers, demonstrate mutual respect and recognition of shared responsibility for pupils' welfare and educational progress. Parental involvement is an important factor in educational success and in dealing with emerging problems at an early stage. Wodensfield works with parents/carers to ensure the success of their children in becoming good citizens and achieving the best they can. Our school aims reflect this. However, on occasion, the behaviour of a few parents/ carers can cause severe disruption or worse, resulting in abusive or aggressive behaviour towards staff, pupils, or other members of the school community.

Whilst parents and carers are on the school premises, they must,

- Act in a polite and respectful manner towards school staff, pupils, governors and other visitors.
- Not display aggressive or threatening behaviour.
- Help to create a welcoming environment which promotes equality and diversity.
- Act as positive role models to pupils.
- Adhere to school policies, including the:
  - Code of Conduct.
  - Behaviour Policy.
  - Managing Visitors to School Policy.

Parents/carers are allowed on school premises to collect and drop off pupils. They have access to the school playground and to the school office. On occasions parents need to speak to class teachers before or after school but this is not appropriate once the school day has begun. If a parent/carer needs to access the school at any other time they can make arrangements at the school office and can make arrangements to see the Headteacher or any other member of staff.

Where there is a breach of such procedures the school will respond in a measured way, depending on the seriousness of any inappropriate conduct.

Inappropriate conduct on the school site includes:

- shouting at members of the school staff, other parents/carers or children;
- physically intimidating a member of staff, other parents/carers or children
- the use of aggressive hand gestures;

- threatening behaviour;
- shaking or holding a fist towards another person;
- swearing;
- pushing;
- hitting,
- spitting;
- breaching the school's security procedures
- taking of photographs or making recordings on school premises, except for when permission is given by the Senior Leadership Team, at specific events.

This is not an exhaustive list but seeks to provide illustrations of such behaviour which are inappropriate for a school site.

Where a problem occurs particularly in the inappropriate behaviour by a visitor/parent/carer to the school site the following will be instigated:

- initiate a meeting/dialogue with the individual;
- write to the visitor, describing their misconduct, explaining its impact on the school and stating its unacceptability;
- vary the person's "licence", say, through the addition of 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.

Where all procedures have been exhausted, and aggression or intimidation continue, or where there is an extreme act of violence, a parent or carer 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 she/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 indicating that the matter has been reported to the local authority and the police will be included. The LA will issue a letter on behalf of the school.
3. The chair of governors/LA will be informed of the ban
4. Where appropriate, arrangements for pupils being delivered to, and collected from the school gate will be clarified.

## **Conclusion**

The Local Authority itself may take action where behaviour is unacceptable or there are serious breaches of our home-school code of conduct or health and safety legislation.

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

This Policy will be reviewed annually.

Letter sent to Parent/Carer.

Ref: SW/PMW

Wodensfield Primary School  
Woden Avenue  
Wednesfield  
Wolverhampton  
WV11 1PW

Dear

On \_\_\_\_\_ it has come to my attention that there was an incident on the school playground involving inappropriate language towards another parent. Other parents have made complaints about this inappropriate language especially as it was in front of children.

I must inform you that the governing body will not tolerate conduct of this nature on its premises and will act to protect its staff, pupils and parents/carers.

Therefore if, in the future, I receive any reports of conduct of this nature I will be forced to consider removing your licence to enter the school grounds and buildings. If you do not comply with that instruction I will be able to arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996.

Nevertheless I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report which I have received about your conduct. 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* \_\_\_\_\_.

*I have also offered you a meeting with myself so that you can have the opportunity to discuss any issues.*

Yours sincerely

S.Walker (Mrs)  
**Headteacher**

## 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.

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