



Aim of the policy

At St Stephens C of E Primary School and Children's Centre we encourage partnerships with our parents, and work hard to maintain mutual respect and recognition of shared responsibility for the children.

However, in a very small minority of cases, the behaviour of a few parents can cause disruption, resulting in abusive or aggressive behaviour towards staff.

This will **not be tolerated**. All members of the school community have a right to expect that their school is a safe place.

If the parent's behaviour is unreasonable, permission for them to be on the school premises may be withdrawn and they will become a trespasser.

There are also other exceptional circumstances when a parent/carer will be automatically banned from the school premises; these include if a parent/carer is a registered sex offender (for sexual offenses against children), a parent/carer has been prosecuted for harming children. In the case of a parent/carer who is on the sex offender register for offences involving children (whether historical or not) where a charge and conviction has taken place automatic ban will be put in place to protect all areas of the school community.

Risk Assessment:

A risk assessment has been prepared to protect staff by ensuring:

- On home visits, nursery nurses or teaching assistants and teachers will attend together.
- That two members of staff will see a parent together when it is thought that the consultation could be difficult.
- There are procedures in place for Home School Liaison Manager who may complete home visits (please see Policy for Lone Working).

Procedures:

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

- Ask the person to leave or invite them to a room away from a crowded area or classroom.
- Ask the Headteacher (or Deputy Headteacher or Assistant Headteacher in their absence) for support.
- In the event of violence or aggression, contact the police using 999.

After the Incident

The 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.
- Consider whether the person should be banned or given a warning letter.
- The 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 parent/carer. (See Model Letter 1).
- If a ban is appropriate, the Headteacher will give the parent an opportunity to make representations about this before finalising the ban. If the Headteacher considers it unwise to allow the parent/carer back on the premises at this time, they will impose a temporary ban for a week, to give the parent/carer an opportunity to make representations in writing (See Model Letter 2). As soon as this happens the Headteacher will write to the parent/carer informing him/her 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 a 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.

LA Role

If the incident is of a serious and/or violent nature, the Headteacher and Local Authority may agree that correspondence should be sent directly from a Local Authority Officer.

Police Assistance

In the event of a parent/carer (or other person) becoming aggressive or violent, the school **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 or the school's Community Officer for advice.

Agreed by Governors
(Chair Signature):



Date Signed: 6th November 2017

Policy Due for Review: September 2019