



AVANTI SCHOOLS TRUST

Visitors to School Behaviour Policy



Spring 2023

Review date: Autumn 2025

VISITORS TO SCHOOL BEHAVIOUR POLICY

This Policy is a Category 1 Policy (Full Delegation)

This policy is in force until further notice from:	Spring 2023
This policy must be reviewed by no later than*: <i>*this refers to the term in which the Policy must be reviewed by the appropriate Committee for recommendation to the Board.</i>	Autumn 2025
Policy Author(s):	Education Director
Date policy reviewed by Committee and Minute reference	Learning, Teaching & Standards Committee: 14.10.24 (Minute reference 16)
Date Policy approved by the Trust Board and Minute reference	10.05.23 (Minute reference 119)
Location of publication of policy:	Governor Hub/ AST Website/ Internal Records and Intranet

1. Introduction

- 1.1. The vast majority of parents, carers and other visitors to our schools are supportive of its teachers, other members of staff, its students, their parents and other visitors, and act in a reasonable way, ensuring that the school is a safe, orderly environment in which students can learn. Occasionally, however, a negative attitude is expressed in an aggressive, verbally abusive, or physically abusive way towards these members of the school community, which is unacceptable and will not be tolerated.
- 1.2. We require our teachers and other members of staff to behave professionally in these difficult circumstances, attempting to defuse situations wherever possible, and to seek the involvement of other members of staff as appropriate. However, all teachers and members of staff have the right to work without fear of harassment, violence, intimidation, or abuse.
- 1.3. Our schools expect parents and other visitors to always behave in a reasonable way towards all members of the school community. This policy outlines the steps that will be taken where the behaviour displayed falls below the standard the school expects and will not be tolerated.
- 1.4. The types of behaviour, which are unacceptable and will not be tolerated are:
 - Shouting, either in person or over the telephone.
 - Using intimidating language or behaviour.
 - Using threatening language or behaviour.
 - Using abusive language or behaviour.
 - Using insulting language or behaviour.
 - Using aggressive or offensive hand gestures.
 - Shaking or holding a fist towards another.
 - Swearing.
 - Pushing, shoving or jostling.
 - Hitting, slapping, punching or kicking.
 - Spitting
 - Any other behaviour likely to cause anybody witnessing it (including the recipient) alarm, distress or to fear that violence may be used against them or others.

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

2. Permission to enter and be on the school's premises

- 2.1. Parents have “implied permission” to enter and be on the school’s premises for reasons relating to their child/children’s education. This means that parents are welcome to come to the school to drop off and collect their children, to speak to teachers and other members of staff about their children, or for meetings, parent’s evenings, and social events. Parents do not have a legal right to enter or be on the school’s premises without a good reason.
- 2.2. Other visitors also have “implied permission” to enter and be on the school’s premises if they have a reason, for example a courier or delivery person, or a member of the public attending the school’s office to make enquiries about something. Members of the public without a good reason for entering or being on the school premises are trespassing.

3. Withdrawal of permission to enter and be on the school's premises

- 3.1. The school has the right to withdraw the “implied permission” for a parent or visitor to enter or be on the school’s premises if their behaviour while they were previously on the school’s premises was unacceptable. The withdrawal of the “implied permission” will be effective as soon as the parent or other visitor has been told that they must leave and are prohibited from returning and will be confirmed in writing by recorded delivery if the home address is known. The full procedure that the school will follow is outlined in further detail below.
- 3.2. Once the “implied permission” has been withdrawn, entering the school’s site will be trespass and the school will ask the police to remove the parent or visitor immediately. If the parent or visitor causes a nuisance or disturbance while they are on the school’s premises, they may also be prosecuted in the criminal courts, under section 547 of the Education Act 1996, be liable to pay a fine and have a criminal conviction recorded against them.
- 3.3. Where a parent has had their “implied permission” to enter and be on the school’s premises withdrawn, the school will, in appropriate cases, make alternative arrangements for the parent’s children to be dropped off and collected from the school, and in relation to parent’s evenings and other meetings.

4. The procedure for withdrawing implied permission to be on the school's premises

- 4.1. The initial decision to withdraw “implied permission” will be made by the Principal or, in the Principal’s absence from school, another senior school leader. The decision will be reviewed on a regular basis by the Chair of School Stakeholder Committee (SSC), who can delegate this task to another SSC member in appropriate cases.

4.2. Stage 1: Warning letter from the principal before implied permission withdrawn

Where a parent or visitor has behaved in a way which is unacceptable to the school for the first time, they are likely to receive a letter warning them that, if the behaviour is repeated, their “implied permission” to enter and be on the school’s premises will be withdrawn. The Principal will send a letter to the parent or visitor confirming the warning and the consequences of failing to heed it.

However, where the unacceptable behaviour is serious and/or amounts to a criminal offence, it is likely that the parent or visitor’s “implied permission” will be withdrawn immediately without warning.

4.3. Stage 2: Letter from Principal withdrawing implied permission

Where a parent or visitor has already received a warning letter under Stage 1 and has behaved in an unacceptable way again, or where a parent or visitor has engaged in serious misconduct and/or conduct amounting to a criminal offence, their “implied permission” to enter and be on the school’s premises will be withdrawn. If possible, they will be verbally informed that they are prohibited from entering or being on the school’s premises immediately after the incident or as soon as practicable thereafter. In any event, the Principal will send a letter to the parent or visitor confirming the withdrawal of their “implied permission” and the consequences of failing to comply.

The prohibition will initially last for **ten school days** from the date of the letter. The parent or visitor will be invited to provide written comments within **five school days** of the date of the letter. By the **tenth school day** from the date of the letter, the Chair of the SSC will review the Principal's decision in accordance with Stage 3 (whether or not any written comments have been received) having been provided with all documentation relating to the incident (and any previous incidents), the Principal’s record of the decision and the reasons for it.

4.4. Stage 3 – Review of Principal’s decision by the Chair of the SSC

The Chair of the SSC will, within **ten school days** of the date of the letter notifying the parent or visitor of the Principal’s decision to withdraw their “implied permission” to enter and be on the school’s premises, review the decision made, having considered all documentation relating to the incident (and any previous incidents), the Principal’s record of the decision, the reasons for it, confirmation as to whether the parent or visitor has complied with the instruction, and any written comments received from the parent or visitor.

The Chair of the SSC must consider whether, with the benefit of hindsight, the Principal’s decision, made in the immediate aftermath of the incident, was

unjustified; whether, although the Principal's decision was justified at the time, the withdrawal of "implied permission" for a period of ten school days is sufficient to serve as a warning and to allow the parent or visitor time to reflect upon their past and future behaviour; or whether the Principal's decision was entirely justified and should be confirmed for further review at a later date.

The Chair of the SSC will, by the **tenth school day** of the date of the letter, write to the parent or visitor confirming whether the decision of the Principal has been confirmed or revoked, stating their reasons.

Where the decision has been confirmed, the letter will confirm the date of the next review, which will be for a period of between fifteen and thirty school days, or until the last day of the term or half term period, at the Chair of the SSC discretion, subject to **a maximum period of thirty school days**.

Where the decision has been confirmed, the parent or visitor will be invited to provide further written comments **at least five school days** before the date of the next review. These comments should be restricted to the parent or visitor's conduct since the decision was last confirmed or any new consequences of the decision and should not repeat comments provided previously which the Chair of the SSC will already be in possession of.

4.5. Stage 4: Further reviews of the decision

Where the Principal's decision was confirmed by the Chair of the SSC under Stage 3, or the decision has previously been confirmed under Stage 3, the Chair of the SSC will carry out a further review of the decision **by the review date**, having considered all documentation relating to the incident (and any previous incidents), the Principal's record of the original decision, the reasons for it, confirmation as to whether the parent or visitor has complied with the instruction since the last review, any written comments provided by the parent or visitor previously, the record of the Chair of the SSC's previous review, and any further written comments received from the parent or visitor following the last review.

The Chair of the SSC must consider whether, in view of the length of time that the parent or visitor has been prohibited from entering or being on the school's premises, and in light of the parent or visitor's conduct since their "implied permission" was withdrawn, and in consideration of any genuine assurances given in their written comments as their future conduct, it is now appropriate to revoke the decision to withdraw their "implied permission" to enter and be on the school's premises.

The Chair of the SSC will, by the **review date**, write to the parent or visitor confirming whether the decision has been further confirmed or revoked, stating their reasons.

Where the decision has been further confirmed, the letter will confirm the date of the next review, which will be for a period of between fifteen and thirty school days, or until the last day of the term of half term period, at the Chair of the SSC discretion, subject to **a maximum period of thirty school days**.

Where the decision has been further confirmed, the parent or visitor will be invited to provide further written comments **at least five school days** before the date of the next review. These comments should be restricted to the parent or visitor's conduct since the decision was last confirmed or any new consequences of the decision and should not repeat comments provided previously which the Chair of the SSC will already be in possession of.

The procedure under Stage 4 will be followed in relation to further reviews.

5. Prohibiting third parties from entering and being on the school's premises

- 5.1. The procedure outlined above relates to parents and visitors who had a valid reason for entering and being on the school's premises. Sometimes, members of the public enter the school's premises when they have no good reason for doing so (for example, they do not have children registered as students at the school, and they are not delivering items or making valid enquiries at the schools' office).
- 5.2. Such people do **not** have "implied permission" to enter and be on the school's premises and are therefore trespassing. This means that, if they are causing a nuisance or disturbance on the school's premises, they can be prosecuted under section 547 of the Education Act 1996. In those circumstances, the school will inform the third party that they are trespassing and ask them to leave the school's premises and, in appropriate cases, call the police and support any prosecution for criminal offences which follows.
- 5.3. Although third parties do not have "implied permission" to enter and be on the school's premises, for the avoidance of doubt, where the address of the third party is known, the Principal will write to the third party warning them of the consequences of reappearing on the school's premises.