



Kelmscott School

"Putting Learning First"

# Abusive Visitors Policy

September 2024





## **Policy on managing aggressive and inappropriate behaviour from parents, carers and visitors**

### **1. Statement of principles**

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- At Kelmscott School, we value the positive relationships forged with parents, carers, and visitors to the school.
- We encourage close links with parents, carers and the community. We believe that students 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 for children the behaviour we teach and expect.
- As a school we promote respect for all with whom we work, and celebrate differences in a positive manner.
- We place a high importance on good manners, positive communication and mutual respect.
- The vast majority of parents, carers and visitors to Kelmscott are keen to work with us and are supportive of the school.
- However, on the rare occasions when a negative attitude towards the school is expressed, this can result in inappropriate conduct, aggression, verbal and/or physical abuse or threats towards members of the school community.
- The governing body expects and requires members of staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues.
- However, all members of staff have the right to work without fear of violence and abuse.
- We expect parents, carers, and other visitors to behave in a reasonable way towards members of school staff.
- This policy outlines the steps that will be taken where behaviour is deemed to be unacceptable.

### **2. Definition of unacceptable behaviour**

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Types of behaviour that are considered serious and unacceptable and will not be tolerated include:

- shouting at members of school staff, either in person or over the telephone;
- physically intimidating staff, e.g. by standing very close to them;
- the use of aggressive hand gestures;
- threatening behaviour;
- pointing, shaking or holding a fist towards another person;
- swearing;
- pushing;
- throwing an object;
- hitting, e.g. slapping, punching and kicking;
- spitting;
- breaching the school's security procedures.

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

### 3. The Legal framework

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- Section 547 of the Education Act 1996 makes it an offence for any person to be on school premises to cause or permit a nuisance or disturbance and allows for the removal and prosecution of any person believed to have committed an offence.
- A parent of a child attending a school normally has implied permission to be on school premises at certain times and for certain purposes, but if the parent's behaviour is unreasonable, this permission may be withdrawn.
- This also applies to all other individuals invited into the school for other reasons
- Parents, carers or other visitors exhibiting unacceptable behaviour could have a ban which prevents access to the school premises imposed on them.
- Should they ignore this ban, they would then become a trespasser on the school site.
- The Governing Body, in conjunction with the Headteacher and Waltham Forest Council, will take the lead in authorising the removal of a person believed to be causing a nuisance or disturbance, and, if necessary, will bring legal proceedings against them.

**Unacceptable behaviour by parents, carers or visitors may result in the local authority and the police being informed.**

### 4. Dealing with incidents

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- If a parent/carer/visitor behaves in an unacceptable way towards a member of the school community, the head teacher or appropriate senior staff will assess the level of risk before deciding on a future course of action (Appendix 1)
- The Headteacher/senior leader may seek to resolve the situation through discussion and mediation.
- This may include meeting the parent, clarifying the school's expectations and agreeing strategies to manage future incidents (Appendix 2)
- If necessary, the school's complaints procedures will be followed.
- Where all procedures have been exhausted and aggression or intimidation continues OR where there is an extreme act of violence then further action may be taken including banning the individual from school premises.
- In some circumstances, the individual would be advised in writing by the headteacher that following the incident of unacceptable behaviour, a ban is being considered. They would then be given an opportunity to explain their actions, after which a decision would be made by the Chair of Governors about imposing the ban.
- In more serious circumstances a parent/carer or visitor may be banned from the school premises by the chair of governors for a specified period of time, subject to review.
- In this situation the parent/carer/visitor will be given an opportunity to explain their behaviour, after which a decision will be taken to confirm, remove or extend the ban.
- If after a ban has been imposed, and the individual comes on to school premises, the Police would be called immediately. (Appendix 3)
- The Governing Body would then decide, in conjunction with the local authority whether to consider taking out a Court Injunction preventing this from happening again.
- Throughout this process thorough record keeping is critical (Appendix 4)

## **5. Banning procedures**

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In imposing a ban, the following steps will be taken:

1. The parent/carer/visitor will be informed, in writing, that she/he is banned from the premises (subject to review) and of the consequences if the ban is breached.
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.
3. The local authority will be informed of the ban.
4. Where appropriate, arrangements for students being delivered to, and collected from the school gate will be clarified.
5. A review date for consideration of the ban will be decided upon and communicated to the parent/carer/visitor
6. Following the review, the outcome will also be communicated to the parent/carer/visitor

(Model letters for all the above steps can be found in Appendix 5)

## **6. Conclusion**

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The local authority may also take action where behaviour is unacceptable or there are serious breaches of the 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.

## Risk Assessment – Abusive Visitors

**Assessment Completed By:**

**Date of Incident:**

**Location of Incident:**

### Nature of the Behaviour

Risk Description	Yes/No	Details/Evidence
Was the individual verbally aggressive, threatening or intimidating?		
Was the individual physically aggressive, threatening or intimidating?		
Were any school security procedures breached?		
Was the individual abusive to staff, students or other visitors?		
Has the individual been persistently abusive in the past?		
Were students or staff present during the behaviour?		
Were students approached inappropriately?		
Was the individual provoked in any way?		
Is there evidence of provocation?		

### Context and Impact

Factor	Assessment
Likelihood of repeat behaviour	Low / Medium / High
Level of risk posed by individual	Low / Medium / High

Immediate danger present	Yes / No
Police or external services contacted	Yes / No
Recommended next steps	

### **Notes/Additional Comments**

### **Recommended Action (based on Appendix 2)**

- ☐ Invite parent/carer to a formal meeting
- ☐ Issue written reminder of expected behaviour
- ☐ Develop strategies for managing future contact
- ☐ Temporarily or permanently withdraw site access
- ☐ Contact police or local authority
- ☐ Record and file all documentation

### **Signed**

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix 2: Options for future action**

### **1. Inviting the parent to a meeting to discuss events**

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This could be helpful where a planned and structured meeting has either not been held before or has previously been productive. Skilled facilitators may need to be used. A full restorative meeting may be considered, but if it is not safe to bring all the parties together at a meeting, a restorative process can still take place through the exchange of information.

The safety and well-being of those attending such a meeting must be carefully considered. It is strongly recommended that members of school staff should 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 sent to confirm the school's expectations and any agreed actions. Some parents may covertly record meetings and then seek to use the information obtained to support their case, and therefore schools should state explicitly that information obtained without permission will not be permissible.

### **2. Clarifying to the parent, carer or visitor what is considered acceptable behavior by the school**

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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 at a meeting, or by letter, however any verbal explanation should be followed by a written confirmation of the discussion and the standards of behaviour outlined.

### **3. Forming strategies to manage future situations of potential conflict**

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It is sometimes possible to identify situations of potential conflict and to plan for these in a way that minimises potential risks. For example, where a parent persistently engages in arguments with staff in corridors at the beginning or end of the school day, the parent could be informed that any discussions with school staff must be held by prior appointment.

Alternatively, the parent may be asked not to approach the teacher, but should instead arrange to meet the headteacher (or other member of the senior leadership team), who will deal with their concerns.

In more serious cases a further option may be to advise the parent that in future their concerns should be dealt with by written communication. Any such arrangements should be confirmed in writing to the parent.

### **4. Withdrawing permission for the parent, carer or visitor to enter the school site and/or buildings**

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In more serious cases of actual or threatened aggression/violence, or persistent abuse/intimidation, the Headteacher may need to consider whether it is safe for the parent to continue to come onto the school site or enter the buildings.

### **Appendix 3: Calling for police assistance**

- In an emergency, police assistance should be sought.
- In cases where a ban is in place but is ignored and the person comes onto the school site, the police should be notified immediately. (Staff will need to be aware of the ban and have agreed procedures in place should the person come onto the school site).
- In situations where there is no immediate threat to staff, students, other members of the school community or the school's property, Headteachers may still wish to make their local community police officer (e.g. neighbourhood support team, youth intervention officer) aware of the situation.
- The police could give consideration to warning the offender of formal action, which may include legal proceedings.



## **Appendix 4: Record keeping**

- There should be clear and detailed records of all events which must be kept up to date. Any witness statements (where appropriate) and notes of any subsequent meetings held to discuss the events should also be retained. Notes should be signed and dated.
- Any physical evidence should be bagged and labelled, and witnesses should be asked to make a record of exactly what they saw and heard at the earliest opportunity.
- It is also advisable to ensure that in every case, even where a formal letter is not required, parents receive a written confirmation of the events and the Headteacher's response.
- If the police are asked to deal with an incident as a criminal investigation, there are a number of actions that may thwart this process. Witness details should not be made known to suspected offenders or their families. Groups of witnesses or suspects should not be left together, or allowed to discuss what happened, before the police interview them. If in doubt always seek the advice of the police officer first.
- An incident recording form is attached below.



## Incident Recording Form

<b>Date &amp; time of incident</b>	
<b>Incident reported by</b>	
<b>Brief outline of incident</b> <ul style="list-style-type: none"><li>• Name of person causing incident</li><li>• Status (parent/visitor etc.)</li><li>• Description of incident</li><li>• Location</li><li>• Any injuries/harm</li><li>• Damage to School property</li></ul>	

<p><b>Any possible contributory factors</b></p>	
<p><b>Details of any witnesses</b></p>	

<p><b>Witness statements attached? Y/N</b></p>	
<p><b>Is the perpetrator known to have been involved in any previous incidents?</b> (if yes, give details)</p>	
<p><b>Were measures in place to try to prevent an incident of this type occurring?</b></p> <p>Could these be improved? If no measures were in place, could action be taken now?</p>	
<p><b>Name and contact details of police officer(s) involved.</b></p>	
<p><b>Incident number/ crime reference Number</b></p>	
<p><b>Any other relevant information</b></p>	

<b>Initial action/outcome</b>	
<b>Subsequent actions</b>	
<b>Form completed by (name and role)</b>	
<b>Date Completed</b>	

## Appendix 5: Model Letters

### Model letter 1:

This is an initial warning letter which can be sent by the headteacher when it is felt that further serious incidents will warrant a ban.

### Model letter 2:

It is suggested that this letter is sent by the chair of governors when, after full consideration, it is felt a ban is necessary.

Normally this would follow from a warning (letter 1), **though there may be occasions where it is appropriate to move directly to a ban – it is strongly recommended that the LA is consulted in such cases.**

At this point consideration should also be given to any practical issues, in particular to ensure that the student(s) concerned can be properly accompanied to and collected from school, and to ensure there can be an effective exchange of necessary information between the school and parent.

At this stage, the ban takes effect immediately, but as the letter indicates, the parent must be enabled to make representations. A period of a week is recommended to allow for this, at the end of which the chair of governors should consider any representations made, then make a decision to either confirm the ban or discontinue it (see model letters 3a and 3b).

### Model letters 3a/b:

These letters confirm the outcome of the review of the ban by the chair of governors. In the event that the decision is made to confirm the ban, a date should be included for a further review. This should be for a reasonable period, possibly extending up to three months, but preferably not longer than six months.

If the parent is dissatisfied with this decision, it is suggested in the model letter that the matter is then appropriately considered by a panel of school governors (equivalent to the fourth stage of the Surrey County Council model school complaints procedure).

### Model letter 4a/b:

These letters can be used to confirm the outcome of further reviews of decisions where the ban has been extended. When a review is due to take place it is advisable to notify the parent in advance and invite them to make any representations.

A flowchart showing the process to be followed for a ban is shown overleaf. 13

**Letter 1 Warning (sent by Headteacher)**

Recorded delivery

Dear .....

I have received a report about your conduct at the school on **(enter date and time)**.  
**(Add factual summary of the incident and of its effect on staff, students, and other parents.)**

I must inform you that the local authority/ governing body **(delete as appropriate)** will not tolerate conduct of this nature on its premises and will act to protect its staff and students.

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. If convicted under this section, you are liable to a fine of up to £500.

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 **(state date ten working days from the date of letter)**.

Yours sincerely,  
Head Teacher  
cc: Chair of Governors

**Letter 2 Withdraw permission pending  
review (sent by chair of governors)**

Recorded delivery

Dear

I have received a report from the headteacher of ..... School about your conduct on  
..... at .....

**(add summary of incident and its effect on staff and  
students) (optional reference to first letter from  
headteacher)**

I must inform you that the governors, in line with our policy, will not tolerate conduct of this nature on the school premises and will act to defend school staff and students.

On the advice of the Headteacher, I am therefore instructing you that until I have reviewed this incident, you are not to reappear on the school premises. If you do not comply with this instruction I shall arrange for you to be removed from the premises. If you cause a nuisance or disturbance on the premises you may be prosecuted under section 547 of the Education Act 1996; if convicted under this section, you are liable to a fine of £500.

The withdrawal of permission for you to enter the school premises takes effect immediately and will be in place for 15 school days in the first instance. 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 the report that I have received from the headteacher. These comments may be to challenge or explain the facts of the incident, to express regret and give assurances about your future good conduct. To enable me to take a decision on this matter, please send me any written comments you wish to make by **(date 10 school days from 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 your case.

I am copying this letter to the headteacher and the Local authority.

Yours sincerely

Chair of Governors

cc: Headteacher

cc: Local authority

**Letter 3a Withdrawal of permission  
confirmed (sent by chair of governors)**

Recorded delivery

Dear

On ..... I wrote to inform you that on the advice of the headteacher I had withdrawn permission for you to come onto the premises of ..... School. To enable me 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 ..... .

I have not received a written response from you/I have received a letter from you dated ... , the contents of which I have carefully considered.

In the circumstances, and after further consideration of the headteacher's report, 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 the prior knowledge and approval of the headteacher.

If you do not comply with this instruction I shall arrange for you to be removed from the premises of the school. If you cause a nuisance or disturbance on the premises, you may be prosecuted under Section 547 of the Education Act 1996; if convicted under this section, you are liable to a fine of up to £500.

Even though we have taken this decision, the headteacher and staff at ..... School remain committed to the education of your children, who must continue to attend school as normal.

This decision will be reviewed again ..... **(insert review date which should be within a reasonable period and no longer than six months)**. When deciding whether it will be necessary to extend the withdrawal of permission to come onto the school premises, consideration will be given to 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.

Finally, I would advise you that I have asked the headteacher to ensure that your complaint that..... is considered under the appropriate stage of the school's parental complaints procedure. The school will contact you about this in due course.

Yours sincerely

Chair of Governors

cc: Headteacher

cc: Local authority



**Letter 3b Restore permission after review by Chair of Governors (sent by Chair of Governors)**

Recorded delivery

Dear

On ..... I wrote to inform you that on the advice of the headteacher I had temporarily withdrawn permission for you to come onto the premises of ..... School. To enable me 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 .....  
.....

I have not received a written response from you/I have received a letter from you dated ... , the contents of which I have carefully considered.

In the circumstances, and after consulting further with the headteacher, I have decided that it is not necessary to confirm the decision and I am therefore restoring to you permission to come onto the school premises, with immediate effect.

**(Optional)** I must warn you, however, that if it should become necessary in the future I shall not hesitate to withdraw permission for you to come onto the school premises once again.

Yours sincerely

Chair of Governors

cc: Headteacher

cc: Local authority

**Letter 4a Continue ban after second review  
(sent by Chair of Governors)**

Recorded delivery

Dear

I wrote to you on ..... confirming that permission for you to come onto the premises of ..... School had been withdrawn until further notice. I also advised you I would take steps to review this decision by .....

I have now completed the review. However, after consultation with the headteacher, I have determined that it is not yet appropriate for me to withdraw my decision. **(Add brief summary of reasons).**

I therefore advise that the instruction that you are not to come onto the premises of ..... School, without the prior knowledge and approval of the headteacher remains in place (insert date)

If you do not comply with this instruction I shall arrange for you to be removed from the premises and you may be prosecuted under section 547 of the Education Act 1996; if convicted under this section, you are liable to a fine of up to £500.

I shall undertake a further review of this decision by ..... **(insert review date which should be within a reasonable period and no longer than six months).**

In the meantime you can write to me with a statement of your views, which I will consider.

Yours sincerely

Chair of Governors

cc: Headteacher

cc: Local authority

**Letter 4b Restore permission after later review (sent by Chair of Governors)**

Recorded delivery

Dear

I wrote to you on ..... confirming that permission for you to come onto the premises of ..... School had been withdrawn until further notice. I also advised you I would take steps to review this decision by ..... .

I have now completed the review. After consultation with the headteacher I have decided that it is now appropriate to restore permission for you to come onto the school premises with immediate effect.

I trust that you will now work together with the school and there will be no further difficulties of the kind which made it necessary to restrict your access to the school premises.

**(Optional)** I must warn you, however, that if it should become necessary in the future I shall not hesitate to withdraw permission for you to come onto the school premises once again.

Yours sincerely  
Chair of Governors  
cc: Headteacher