



Appropriate Conduct on School Premises Policy (Parents / Carers / Visitors)

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1 Introduction

At Gotham Primary School, we firmly believe that achieving the best outcomes for our children, requires a positive relationship with anyone who visits the school, based on the principles of care, integrity, trust and mutual respect.

Staff, parents, carers and children are entitled to a safe and protective environment in which to work. Behaviour that causes harassment, alarm or distress to other users of the premises is contrary to the aims of the school.

2 Aims of the Policy

The principles and procedures detailed within this policy apply to parents and carers as well as other members of the public that come into contact with Gotham Primary School and its community. Its purpose is to communicate our expectations in terms of appropriate conduct in order that we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

This policy also clearly outlines what we deem to be unacceptable conduct and the sanctions that will be used to deal with unacceptable behaviour.

3 Types of Visitor

There are a number of different types of legitimate visitors to a school:

- Parents, carers, parent helpers, school governors
- Visitors who attend the school in connection with children and who have a professional role, e.g. social workers, educational psychologist, SEND officers, targeted support workers or health related professionals
- Visitors attending to work with children in roles such as peripatetic tutors and sports coaches
- Visitors who attend the school in connection with the building, grounds or equipment (e.g. builders, contractors, maintenance staff or IT workers)
- VIPs

Note: *Parents and carers who make arrangements for other adults to accompany children to and from school, must make them aware of this policy.*

4 Equality, Diversity and Inclusion

Gotham Primary School promotes an inclusive environment where no individual faces discrimination based on Protected Characteristics such as **age, disability, ethnicity, gender, or religion**.

We celebrate diversity and ensure that all children and their families feel **valued and respected**.

5 Ideal Conduct

As a school, we encourage anyone who visits the school to:

- Work together with school staff in a manner that benefits our children.
- Approach school staff for help to resolve any issues of concern. This should be done through the appropriate channels and at the appropriate time by speaking to the class teacher, a member of the Senior Leadership Team or the Chair of Governors so they can be dealt with fairly, appropriately and effectively for all concerned.
- Treat everyone with respect and therefore set a good example in their own language, behaviour and attitudes.
- Park legally and with consideration for the safety of all children, parents and local people.
- Not post photographs or videos of Gotham children taken at school events in public places or on social media, (other than parents and carers of their own children).

6 Unacceptable Conduct

The school will take the appropriate action to deal with any unacceptable conduct on the school premises, which may include seeking legal advice or reporting matters to the Police, where necessary.

In order to support a peaceful and safe school environment, Gotham Primary School will not tolerate:

- The use of loud or offensive language, swearing, cursing, making malicious comments or displaying temper on school premises
- Any offensive behaviour, intimidation or harassment of any kind directed at any member of school staff, Governor, visitor, parent, carer or pupil
- Disruptive behaviour, including threats, intimidation or harassment, which interferes or threatens to interfere with, the operation of a classroom, office or any other area of the school grounds. This also applies to after school activities and team matches.
- Offensive conduct deemed to be sexist, racist, homophobic, ageist, prejudiced, disablist, of a sexual nature or that which constitutes a hate crime.
- Threatening to cause actual bodily harm to a member of school staff, Governor, visitor, parent, carer or pupil, regardless of whether or not the behaviour constitutes a criminal offence, or inciting another person to do so. This includes physical punishment against your own child / children on school premises.
- Damaging or destroying school property.
- Abusive or threatening e-mails or text / voicemail / phone calls / phone messages or other written communication.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils / parents / staff / Governors at the school on Facebook or other social media sites.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards your own child.
(Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking, taking illegal drugs or the consumption of alcohol on or adjacent to school premises.
(Alcohol may only be consumed during authorised events).
- Dogs being brought on to school premises – unless small enough to be carried or if it is an assistance dog.
- Parking in the school car park at the beginning and end of the school day, without appropriate permission.

7 Harassment

Harassment is the unreasonable pursuit of such actions as detailed above in such a way that they:

- Appear to be targeted over a significant period of time on one or more members of school staff and / or,
- Cause ongoing distress to individual member(s) of school staff and / or,
- Have a significant adverse effect on the whole / parts of the school community and / or,
- Are pursued in a manner which can be perceived as intimidating and oppressive by the recipient. This could include situations where persistent demands and criticisms, whilst not particularly taxing or serious when viewed in isolation, have a cumulative effect over time of undermining confidence, health and well-being.

8 Inappropriate use of Social Network Sites

8.1 Cyber Bullying

Social media websites can unfortunately be used to fuel campaigns and complaints against schools, school staff, Governors, other parents and carers and even pupils. The Department for Education and the Governors of Gotham Primary School considers the use of social media websites being used in this way as unacceptable.

As a school, we ask that parents and carers use social media sites responsibly. We expect them to support us in trying to educate children about 'cyber bullying' and to protect pupils from becoming victims of such behaviour.

Posting negative or offensive comments on social networking sites sets a poor example to our children and could lead children to believe that 'cyber bullying' is in some way acceptable. Should children have access to negative comments about their school, teachers and friends it would reduce their confidence in the school and this could damage their education. If parents or carers have any issues or grievances, they should turn to the school in the first instance, by raising concerns with the staff directly.

We take very seriously the use of cyber bullying by a child / children or a parent / carer to publicly humiliate another by posting inappropriate entries on any social network. This includes any ghosting or actions that isolate children, parents or carers. We will take and deal with this as a serious incident of school bullying.

Inappropriate postings on social media which are threatening or abusive, sexist, racist, homophobic, ageist, prejudiced, disablist, of a sexual nature or constitute a hate crime will be reported to the Police: online harassment is a crime. They will also be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.

8.2 Libellous or Defamatory Online Posts

In the event that anyone associated with Gotham Primary School (including pupils', parents, carers, family members or other visitors to the school as defined in Section 3 above) is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. The school will also expect that any such comments be removed immediately.

The school will also consider its legal options to deal with any such misuse on social networking and other sites and reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse or threats, which may include informing the Police.

9 Dealing with Unacceptable Conduct

School premises are private property and there exists an established legal principle that parents and carers have an implied licence to some degree of access to the school that their child attends. However, this right of access can be withdrawn by the school because of abusive or threatening behaviour by a parent or carer towards a pupil or a member of staff on the school premises and a ban may be imposed to prevent them from entering school property. Indeed, it is enough for a person to simply feel threatened.

It is also an offence under section 547 of the Education Act 1997 for any person (including a parent or carer), to cause a nuisance or disturbance on school premises.

Any incident of unacceptable conduct may be reported to the police. The police may be called to assist in removing the person concerned, if this is deemed necessary.

The school may take the following actions, however, please note that any serious incidents of inappropriate conduct, for example violent conduct, may immediately proceed to stage 2, 3 or 4:

9.1 Stage 1 - Verbal Warning

The Head Teacher or member of the Senior Leadership Team will speak to the alleged perpetrator(s) privately. It will be put to them that such behaviour is unacceptable and an assurance will be sought that such behaviour / incident will not be repeated. It will be stressed on this occasion that any repetition will result in further more serious action being taken. If the Head Teacher has been subject to abuse, this may be done by the Chair of Governors (or another appointed Governor).

9.2 Stage 2 - Written Warning

If a second incident occurs involving the same person(s), the Head Teacher will write to them informing them once again that this conduct is unacceptable. As for Stage 1, if the Head Teacher has been subject to abuse this may be done by the Chair or Governors or other appointed Governor. At any stage, the school may report serious incidents of abusive and threatening behaviour to the Local Authority. The school has a statutory responsibility to report any racist or discriminatory incidents to the Local Authority. Any act of actual or threatened violence will be referred to the police immediately.

9.3 Stage 3 - Exclusion from School Premises

If such an incident recurs or if an initial incident is considered serious enough, the Head Teacher and Chair of Governors, (or other appointed Governor), may enforce an exclusion from school premises.

All parents and carers, even if excluded from school premises, still have the right to seek an appointment to speak to school staff about their child's educational progress and will be granted permission to access the school in these circumstances.

The school is not responsible for organising arrangements for children in the above circumstances. Parents and carers would need to make alternative arrangements for getting children to and from school.

9.4 Stage 4 - Removal by Police

If, following a decision to exclude a person from the school premises, that person persists in entering school premises, they may be removed by the police as a trespasser under Section 547 of the Education Act 1996 and charged with an offence under the Public Order Act 1986.

10 Warning Letter



Head Teacher Janette Allen
Kegworth Road
Gotham
Nottinghamshire
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janetteallen1@gotham.notts.sch.uk

Date

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, pupils, other parents.)

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 and pupils.

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,

Janette Allen
Head Teacher

11 Letter Imposing Ban



Head Teacher Janette Allen
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Date

Dear

I have received a report from the Head Teacher at Gotham Primary School about your conduct on **(enter date and time)**.

(Add factual summary of the incident and of its effect on staff, pupils, other parents.)

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 and pupils.

On the advice of the head teacher I am therefore instructing that until **(add date)** you are not to reappear on the premises of the school. If you do not comply with this instruction I may 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.

For the duration of this decision you may bring your son(s)/daughter(s) **(complete as appropriate)** to school and collect them/him/her (delete as appropriate) at the end of the school day, but you must not go beyond the school gate.

In the case of infant children, also insert Arrangements have been made for your **(delete as appropriate)** son(s)/daughter(s) (insert child/rens names) to be collected, and returned to you, at the school gate by a member of the school's staff.

The withdrawal of permission for you to enter the school premises takes effect straightaway.

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 from the head teacher. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct.

The decision to withdraw your licence to enter the school premises will be reviewed by (complete as appropriate). That review will take account of any representations that you may have made and of your subsequent conduct.

Yours sincerely,

Chair of Governors