



Covingham Park Primary School Policy on promoting positive communication and the prevention of threatening behaviour on school premises

At Covingham Park Primary School, our vision is to provide every child with an outstanding education, which equips them with the necessary skills to meet future changes and challenges throughout their life.

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Author: Resources Committee

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The vast majority of visitors to our school, whether they are parents, other family members, members of the community or other guests, demonstrate the values which we want to promote to our pupils in school.

We have an “open door” policy because we value the interaction between staff and the families of our pupils. It is an important part of our ethos; it helps us to get to know our pupils really well and, therefore, enable them to make the best possible progress in all respects. This is, however, a privilege.

Sadly there are a very few occasions where visitors do not behave as we would like. All schools have been encouraged to consider what to do in the situation where unsatisfactory behaviour arises on their premises. Please see our Code of Conduct for Parents below which details the sort of behaviour we expect.

Code of conduct for parents and carers on school site

The school expects parents and carers to support the school by:

- Respecting the caring ethos of the school.
- Understanding that parents and teachers need to work together for the benefit of children.
- Demonstrating in their own behaviour that all members of the school community should be treated with respect.
- Seeking to clarify a child’s version of events with the school’s view in order to bring about a peaceful solution to any issue.
- Correcting their own child’s behaviour, especially where it could lead to conflict.
- Approaching school staff to help resolve issues.
- Avoiding using staff as threats to admonish children.

In order to support a peaceful and safe school environment the school does not tolerate:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, school office or other area of school grounds.
- Loud or offensive language, swearing, cursing or displaying temper.
- Threatening to do actual bodily harm to a member of school staff, governor, visitor, parent/carer or pupil.
- Damaging or destroying school property.
- Sending abusive or threatening emails, text/voicemail/phone messages or other written communication.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff at the school on Facebook or other social media sites.
- The use of physical aggression towards another adult or child. This includes physically punishing your own child on school premises
- Chastising someone else’s child inappropriately.
- Smoking, or consuming alcohol or drugs whilst on school property.
- Bringing dogs on to school premises.

This list is not limiting and there may be other behaviours which will not be tolerated in order to maintain the positive ethos of the school.

If any of these behaviours occur the school may contact the appropriate authorities and, if necessary ban the offending adult from entering school grounds.

Rights and Expectations of School Community

- All members of the school community have a right to expect that their school is a safe place in which to work and learn.
- There will be a zero tolerance of violence, threatening behaviour and disorderly conduct, including abuse in all forms, against school staff or other members of the school community.
- Where such behaviour does occur, action will be taken to deal with the person or persons concerned see the attached flowchart (Appendix A).

What do we mean by Abusive and Threatening Behaviour?

The Public Order Act 1986 creates an offence of being threatening or abusive in a way which is likely to cause harassment, alarm or distress. By using threatening or abusive words or behaviour, or disorderly behaviour, or displays any writing, sign or other visible representation which is threatening or abusive, within the hearing or sight of a person likely to be caused harassment, alarm or distress thereby. This can apply either on or away from school grounds. Disorderly behaviour is not specifically defined by the Act but 'disorderly' is defined by the Oxford Dictionary as 'unruly, unrestrained, turbulent or riotous'. In a school context this could mean someone shouting at a member of staff, either in person or on the phone; acting aggressively, including using intimidating body language, as well as actual violence. It also covers situations where members of staff are approached off school premises. From the perspective of this policy we also include any such threatening comments that may be posted on social media.

Action to be taken if an incident occurs

If an incident involving threatening behaviour or abuse does occur then an incident report form (Appendix B) will be completed by the member of the school community against whom the abuse was directed.

In the case of this being a pupil a member of staff may complete the form on their behalf.

The following steps may be over ridden at any time should the Head Teacher or Governors feel that the health and safety of any pupil, staff member or member of the school community is being compromised. This will be the outcome of a Risk Assessment that the Head Teacher will carry out. During this Risk Assessment, a decision will be made as to the likelihood that the incident in question will be repeated or there will be retaliation at the school's action (low, medium or high).

All incidents will be logged. Dates, times, people involved including witnesses will be detailed. The log will serve as evidence over time and will supporting a case for repeated breach of the Code of Conduct.

• STAGE 1 - *Verbal warning*

The Head Teacher (or member of SLT) will speak to the person or persons perpetrating such an incident privately. It will be put to them that such behaviour is unacceptable and an assurance will be sought that such an incident will not be repeated. It will be stressed on this occasion that repetition of such an incident will result in further more serious action being taken.

• STAGE 2 - *Written warning*

If a second incident occurs involving the same person or persons, the Head Teacher will write to the adult(s) informing them once again that this conduct is not acceptable, and may lead to a ban from the premises if a further incident occurs. If the Head Teacher has been subject to abuse this may be done by the Chair of Governors.

NB: Any incidents of violent conduct or threats of violence would immediately proceed to ban stage.

At any stage, the school may report serious incidents of abusive and threatening behaviour to the Local Authority. Any act of actual or threatened violence will be referred to the police immediately.

• **STAGE 3 - *Ban from premises whilst investigation takes place.***

• ***Ban Letter***

If such an incident recurs after the written warning has been issued or if an initial incident is considered serious enough by the Head Teacher, Chair of Governors (or other appointed governor) would be involved to write to the individual(s) concerned. This may result in exclusion from school premises for a fixed period of time in order for an investigation to take place into the circumstances surrounding the ban.

STAGE 4 – result of investigation

• ***Letter either continuing or lifting ban***

If after the initial ban, the Chair of Governors and the Head Teacher decide to restore permission to enter the school grounds and building, they will write to the person banned advising them that the ban has been lifted.

STAGE 5

• ***Continue the ban after review***

A review of the ban should take place. The date of the review will be dependent upon the severity of the incident but should take place no later than nine months after the incident. If after consideration the ban is to continue then the Head Teacher or Chair of Governors will notify the person banned in writing.

• ***Lifting of the ban***

If the ban is to be lifted the Head Teacher or Chair of Governors will notify the person banned in writing.

Involvement of the police

If following a decision to ban a person from the school premises, that person nevertheless persists in continuing to harass, abuse or display unreasonable behaviour towards or in front of members of the school community, the police will be informed.

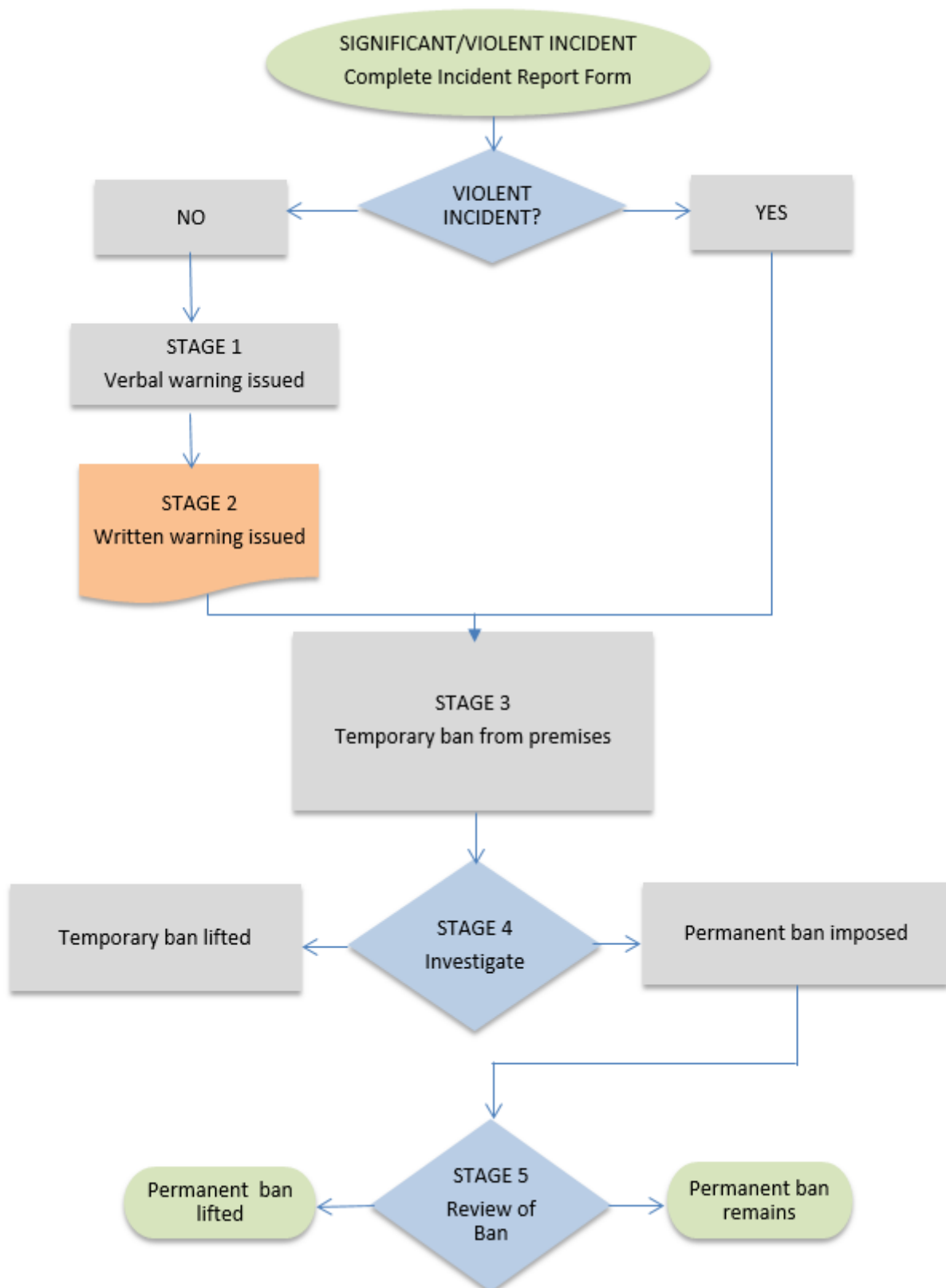
All parents, even if excluded from school premises, have a right to be informed of their child's educational progress. All appointments of this type must be put to the Head Teacher in writing and agreed in writing before a meeting takes place.

APPEAL PROCESS

Appeals may be made following a ban and will be dealt with following the school Complaints Policy Section 3 onwards, where appeals will be heard by a panel of governors who have no previous involvement with the issue. In this case the complainant should initiate the process by contacting the Clerk to the Governors via the school office. A copy of the Complaints policy can be found on the school web site.

Appendix A

Flowchart for process to deal with abusive and/or threatening behaviour



Appendix B

Incident recording form

Date and time of incident	
Details of person(s) assaulted/ verbally abused	
Name	
Address and telephone number (if other than a member of staff)	
Role	
Details of perpetrator	
Name	
Address and telephone number	
Relationship to the school	
Details of witnesses	
Witness 1: Name, contact details and relationship to the school	
Witness 2: Name, contact details and relationship to the school	
Witness 3: Name, contact details and relationship to the school	

Incident recording form

Please provide details of the incident – once completed this form should be returned to the Headteacher

