



# Guidance to Parents and Visitors Relating to Conduct on School Premises

## St. John Paul II Multi Academy

Registered Office: c/o St. Joseph's Catholic Primary  
School, Little Sutton Lane, Sutton Coldfield B75 6PB

**E:** enquiry@sjp2.net | **T:** 0121 354 6270 | **W:**  
johnpaulii.co.uk Catholic Senior Executive Leader  
(CSEL): Mr J.B. Farrell

Company House Registered No. 08706247

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St John Paul II Multi-Academy is an open and inclusive Catholic community that welcomes close working partnerships with all in the community. The Academy provides a safe, happy and stimulating Catholic environment for all its learners. In all schools of our Academy, there is an expectation for all pupils, staff and visitors to demonstrate mutual respect, rooted in gospel values. Therefore the Academy will respond to any behaviours it reasonably believes adversely affects its safe and caring learning environment and/or puts their own or others' physical or emotional wellbeing at risk.

### ***What you can expect of us, and what we expect of you***

All Academy staff will:

- Treat visitors to any school site with respect to which they are entitled;
- Ensure that visitors to any school site are supervised, where necessary;
- Check the identity of contractors, workers and other visitors to the school sites, as necessary;
- Act in accordance with the Academy's Safeguarding Policy (see the individual school's website); and
- Do all that they reasonably can to ensure that all school sites in our Academy are safe and welcoming learning and working environments.

All visitors to our Academy, and when interacting with our pupils and staff, are expected to behave calmly, politely and respectfully. This means that visitors must:

- treat our school population, environment and property with respect;
- follow our school rules, protocols and any instructions given by school staff;
- report anything that puts anyone on our site at risk to a member of our staff;
- accept that they are responsible for their child's behaviour and safety, whilst the child is in their care, even when they are on our school premises.

### **How the Academy will respond to behaviour that is unacceptable**

This guidance was drawn up using the 'Advice on school security: Access to, and barring of individuals from, school premises' (For local authorities, school leaders and school staff)  
DfE December 2012:

#### **Public Order Act 1986 (Criminal conduct / police remit)**

##### **Section 4 "Threatening behaviour"**

A person fears that violence or threat of violence is likely to be provoked

## **Section 5 “Disorderly conduct” (paraphrased)**

Verbal abuse, threatening abusive or insulting words or behaviour or any disorderly behaviour whereby a person is caused alarm harassment or distress

## **Section 547 of the Education Act 1996**

Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance. Therefore trespassing on the premises does not constitute the offence in itself. In the context of an abusive parent, this means that a parent would probably need to have been barred from the premises, or to have accessed the premises in a way that exceeds their 'implied licence' (see DfE document), before a section 547 offence could be committed. The parent would then also have to cause or permit a nuisance or disturbance to commit a section 547 offence. If there are reasonable grounds for suspecting that someone has committed an offence under section 547 then the offender can be removed from the school. The removal may be effected by a police officer or a person authorised by the “appropriate authority”.

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- All members of the school community have a right to expect that their school is a safe place in which to work and learn.
- Violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated the aim being to achieve zero tolerance of such behaviour within all settings in the school.
  - Where such behaviour does occur, action will be taken to deal with the person or persons concerned.

## **Behaviour**

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

- shouting at members of the school staff, parents or children either in person or over the telephone;
- physically intimidating a member of staff, parent or child e.g. standing very close to her/him
- the use of aggressive hand gestures;
- threatening behaviour;
- shaking or holding a fist towards another person;
- swearing;
- using abusive/ offensive language
- pushing; • hitting, e.g. slapping, punching and kicking;
- spitting;
- racist, sexist, homophobic or transgender comments;
- breaching the school's security procedures.

This is not an exhaustive list but seeks to provide illustrations of such behaviour. Unacceptable behaviour may result in the Local Governing Board and the police being informed of the incident.

## Action to be taken if an incident occurs

At any stage, the school may report serious incidents of abusive and threatening behaviour to the specific school's Local Governing Board, Local Authority, Police and the Multi-Academy Board of Directors, as deemed necessary.

The school has a statutory responsibility to record any racist or discriminatory incidents on the Section 175 Safeguarding Self-Assessment form and report back to the Local Governing Board. (See Equality Guidance)

- If an incident involving threatening behaviour or abuse does occur then an incident report form 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. **(Incident Report Form attached)**
  - The Principal 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. *(Step 1 - Verbal warning)*
  - If a second incident occurs involving the same person or persons, the Principal will write to the adult(s) informing them once again that this conduct is unacceptable. *(Step 2 - written warning)*
  - If a third incident occurs involving the same person or persons, the Chair of Local Governing Board will write to the adult(s) giving a final warning that this abusive and threatening behaviour is unacceptable, and that a repetition of this conduct will leave the governors no option but to take further action. *(Step 3 - Final written warning)*
  - If such an incident recurs, or if an initial incident is considered serious enough by the headteacher, the Chair of the Local Governing Board would be involved to enforce any action deemed necessary. This may result in a person or persons being excluded from school premises. *(Step 4 - Local Governing Board Ban Letter)*
- Any incidents of violent conduct would immediately proceed to Step 4.**
- If following a decision to ban a person from the school premises, that person nevertheless persists in entering school premises and is displaying unreasonable behaviour, such a person may be removed from the school premises as a trespasser under Section 547 of the Education Act 1996 and charged with an offence under the Public Order Act 1986. *(Step 5 - Involvement of the police.)*



All parents, even if excluded from school premises, have a right to seek an appointment to speak to school staff about their child's educational progress.

## ABUSIVE OR THREATENING BEHAVIOUR - INCIDENT REPORT FORM

Date of incident: \_\_\_\_\_

Day of the week: \_\_\_\_\_

Time: \_\_\_\_\_

### 1. Member of staff reporting incident

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

Position: \_\_\_\_\_

### 2. Details of person assaulted / verbally abused

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

Job / Position (if member of staff): \_\_\_\_\_

### 3. Details of trespasser / assailant / verbal abuser (if known)

\_\_\_\_\_  
\_\_\_\_\_

### 4. Witness(es) if any

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

Address: \_\_\_\_\_

\_\_\_\_\_

Age (approx): \_\_\_\_\_ Sex: \_\_\_\_\_

Other information / relationship between member of staff / abuser if any

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**5/ Details of incident**

**Location of incident:** \_\_\_\_\_

**Outcome (see guidance):** Step \_\_\_\_\_

**Has abuser been involved in any previous incidents?** \_\_\_\_\_

**Name and contact details of police officer involved / incident number:**

\_\_\_\_\_

\_\_\_\_\_

**Signed:** \_\_\_\_\_

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

*Please return to the Principal as soon as possible.*