

Banning parents from our academies  
premises procedures  
**SHINE Multi Academy Trust**



Person responsible for the policy - **Chief Executive Officer (CEO)**

Reviewed and adopted under Chairs action on behalf of the Board on 10/04/2018



**Signed by Chair of the Board (Mr C Coverley)**

10/04/2018



**Signed by CEO (Mrs J O'Leary)**

10/04/2018

**These procedures will be reviewed summer 2020**

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## **Equal opportunities statement**

The SHINE Multi Academy Trust (SHINE) is committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).

## 1. Introduction

1.1 These procedures are supportive of the SHINE 'keeping our academies safe' policy.

1.2 SHINE's academies<sup>1</sup> encourages partnerships with all parents, and they work hard to maintain mutual respect and recognition of shared responsibility for the children.

1.3 However, in a very small minority of cases, the behaviour of a few parents can cause disruption, resulting in abusive or aggressive behaviour towards staff. This will not be tolerated. All members of the SHINE's community have a right to expect that their academy is a safe place.

1.4 If the parent's behaviour is unreasonable, permission for them to be on the academy premises may be withdrawn and they will become a trespasser.

## 2. Risk Assessment

2.1 A risk assessment has been prepared to protect staff by ensuring:

- home visits, teachers and teaching assistants will attend together,
- parents' evenings, will be conducted in open classrooms, or the hall and more than one member of staff will be present at all times
- individual consultations will take place in an area where staff may summon help if necessary, and
- two members of staff will see a parent together when it is thought that the consultation could be difficult.

**Note** - there are procedures in place for Family Workers who home visit (please see Procedures and Guidelines for Lone Working).

## 3. Procedures

3.1 If an incident arises, the member of staff should follow these procedures:

- ask the person to leave or invite them to a room away from a crowded area or classroom, make sure you are not alone,

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<sup>1</sup> As at 1 March 2018 SHINE supports four academies;  
Ironville and Codnor Park Primary School  
Ranskill Primary School  
Scotholme Primary and Nursery School  
Whitemoor Academy (Primary and Nursery)

- ask the Headteacher (Deputy Head in their absence) for support,
- in the event of violence or aggression, contact the police using 999.

#### **4. After the Incident**

##### **4.1 The Headteacher will**

- ask the people who witnessed the incident to make witness reports in writing as soon as possible after the incident. (See attached Incident Report Form). Reports must be signed and dated,
- make it clear that the reports may be disclosed to the perpetrator and the witness should say whether or not they are prepared for this to happen,
- consider whether the person should be banned or given a warning letter,
- the Headteacher will discuss this with the Chair of the Local Governing Body and CEO and keep them informed,
- if a letter is thought appropriate, a letter will be sent to him or her. (See Model Letter 1),
- if a ban is appropriate, the Headteacher will give the parent an opportunity to make representations about this before finalising the ban. If the Headteacher considers it unwise to allow the parent back on the premises at this time, she will impose a temporary ban for a week, to give the parent an opportunity to make representations in writing (See Model Letter 2). As soon as this happens the Headteacher will write to the parent informing him/her of the decision to extend the ban or not to renew it after the initial week has elapsed. (See Model Letter 3 and 4), and
- if a ban is renewed after the initial week, the Headteacher will impose any further ban for a fixed period of time and explain that she will review the ban at the end of that period.

#### **5. SHINE's role**

5.1 If the incident is of a serious and/or violent nature, the Headteacher and CEO may agree that correspondence should be sent directly from the Board's legal representative.

## 6. Legal advice

6.1 The Headteacher and CEO can seek advice from the Board's appointed Education Law Solicitor on these issues and receive guidance on writing to parents in such circumstances. Contact details can be sourced via the Clerk to the Board.

## 7. Police Assistance

7.1 In the event of a parent (or other person) becoming aggressive or violent, the academy **should not hesitate to contact the police using 999**. When the situation does not require immediate Police response, but there is prior knowledge of likely trouble, the Headteacher may contact the local Police Station or the Education Law Solicitor for advice.

**8. Incident report form**

8.1 This includes trespass, nuisance or disturbance on academy premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.

8.2 This form should be completed as fully as possible (please use a continuation sheet if necessary). For an incident involving or witnessed by a child, a member of staff should complete the form on their behalf. However, any discussion between one witness and another should not precede completion of the form, as this might lead to allegations of collusion.

Academy name .....

Date of incident.....

Day of week.....

Time .....

**Member of staff reporting incident**

Name.....

Work address (if different from academy address).

Position .....

**Personal details of person assaulted/verbally abused (if appropriate)**

Name.....

Work address (if different from academy address)/home address (if child).

Job/Position (if member of staff).....

Class

Age ..... Gender.....

**Details of trespasser/assailant(s) (if known)**

.....  
.....  
.....

**Witness(es) if any**

Name

Address

Age (approx)..... Gender.....

**Other information**

Relationship between member of staff/child and trespasser/assailant, if any.

**Details of incident**

**Type of incident** (eg if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment received etc).

.....  
.....  
.....

**Location of incident** (attach sketch if appropriate).

.....  
.....  
.....

**Other details** describe incident, including, where relevant, events leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present?

.....  
.....  
.....

**Outcome** (eg Whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action?).

.....  
.....  
.....

**Other information (to be completed as appropriate)**

**Possible contributory factors**

.....  
.....  
.....

**Is trespasser/assailant known to have been involved in any previous incidents YES/NO?**

.....  
.....  
.....



**Give date and brief details of (b) if known.**

.....  
.....  
.....

**Had any measures been taken to try to prevent an incident of this type occurring? If so, what? Could they be improved?**

.....  
.....  
.....

**If no measures had been taken beforehand, could action now be taken? If so, what?**

.....  
.....  
.....

**Name and contact details of police officer involved, and incident number or crime reference number, as appropriate.**

.....  
.....

**Any other relevant information.**

.....  
.....

Signed .....

Date.....

**Model Letter 1 – warning letter from Headteacher**

Dear

**Re: Your conduct on our premises on *(insert date)***

I refer to the incident that took place on the academy premises today (*or insert relevant day*) when you (*insert details of the incident*).

*If the Headteacher did not witness the incident they may wish to use the following text: I have considered the witness accounts of the incident, (if relevant: including your own), and it would appear (insert details of incident).*

Your behaviour falls short of the standard of conduct expected of those visiting the academy. I must therefore warn you that if you are involved in a similar incident again, you will leave me with no alternative other than to ban you from coming onto the academy site without my written permission.

I do hope that this will not be necessary and that I can rely on your cooperation in this matter.

Yours sincerely

Headteacher

**Model Letter 2 – Ban from academy premises for one week (or so) whilst obtaining the parent’s account and views from Headteacher**

Dear

**Your conduct on our premises on *(insert date)***

I refer to the incident that took place on academy premises today *(or insert relevant day)* when you *(insert details of the incident)*.

*If the Headteacher did not witness the incident, the following text may be used:* I have considered the witness accounts of the incident, *(if relevant: including your own)*, and it would appear *(insert details of incident)*.

Your behaviour falls short of the standard of conduct expected of those visiting the academy. *(Omit if this is a first incident – As you will remember, I have previously warned you about your behaviour when I wrote to you on *(date)*). I have considered the matter very carefully and have decided that you should not be allowed on to the academy premises from now until *(insert date)*. During that time, I will review the situation. Before I make a final decision, you may, if you wish, write to me to give me any further information you want me to take into consideration. You have until *(insert date)* to write to me.*

If you need to speak to me or a member of staff about any matter, please telephone and I will make the necessary arrangements and confirm them to you in writing. You will not be allowed to come onto the academy site unless you have a letter from me giving you authorisation.

If you do not comply with this ban, you will be guilty of causing a nuisance or disturbance on educational premises. This is a criminal offence under section 547 of the Education Act 1996. If you were to commit this offence, you would be liable to prosecution in the magistrates’ court. If you were to be convicted, you would be liable to a fine and a criminal conviction.

I regret that I have had to take this action and hope that I can rely on your cooperation.

Yours sincerely

Headteacher

### Model Letter 3 – Ban from academy premises for specified period from Headteacher

Dear

**Your conduct on our premises (*insert date*)**

I refer to the incident that took place on academy premises on (*insert relevant day*) when you (*insert details of the incident*). In my letter dated (*insert date*), I referred to my intention to ban you from the premises and I invited you to make representations to me about this.

I have considered the points you have made to me and I have decided to proceed with the ban for a period of (*insert number of weeks or an indefinite period*), until (*insert date*), after which the ban will be reviewed by the SHINE CEO and Chair of the Local Governing Body and myself. I will write to you again when this review is going to take place so that you may make written representations, which we will take into account. When we have made our decision, I shall write to you to inform you of it together with our reasons.

If you need to speak to me or a member of staff about any matter, please telephone and I will make the necessary arrangements and confirm them to you in writing. You will not be allowed to come onto the academy site unless you have a letter from me giving you authorisation.

If you do not comply with this ban, you will be guilty of causing a nuisance or disturbance on educational premises. This is a criminal offence under section 547 of the Education Act 1996. If you were to commit this offence, you would be liable to prosecution in the magistrates' court. If you were to be convicted, you would be liable to a fine and a criminal conviction.

I regret that I have had to take this action and hope that I can rely on your cooperation.

Yours sincerely

Headteacher

**Model Letter 4 – ban from academy premises from Headteacher**

Dear

**Your conduct on our premises on *(insert date)***

On *(insert date)* I wrote to you informing you that I had temporarily withdrawn permission for you to come onto the academy premises. To enable me to determine whether to confirm this decision for a longer period, I gave you the opportunity to let me have your written comments on this incident by *(insert date)*.

I have not received a written response from you/I have now received a letter from you dated *(insert date)*, the contents of which I have noted. *(delete either sentence as appropriate)*.

*(However)* in the circumstances, *(insert detail)* I have decided to restore to you the permission to come onto the academy premises, with immediate effect.

Nevertheless, I remain very concerned at the incident which occurred on *(insert date)*, and I must warn you that if there is any repetition of your behaviour on that occasion, I shall not hesitate to withdraw permission for you to come onto the premises again.

Yours sincerely

Headteacher

**If you require this information in an alternative version such as large print, Braille, tape or help in understanding it in your own language, please contact the SHINE Team on 0115 9786351.**

Jeśli potrzebujesz tej informacji w alternatywnej wersji, takich jak duży druk, Braille'a, taśmy lub pomoc w zrozumieniu go w swoim języku, skontaktuj się z zespołem polysk na 0115 9786351.

Jei jums reikia šią informaciją alternatyvi versija pvz stambiu šriftu, Brailio raštu, juostos ar padėti suprasti savo gimtąja kalba, prašome susisiekti su valymo komanda 0115 9786351.

यदि आप एक वैकल्पिक संस्करण में इस जानकारी की आवश्यकता है जैसे बड़े प्रिंट, ब्रेल, टेप या इसे अपनी खुद की भाषा में समझने में मदद, कृपया 0115 9786351 पर शाइन टीम से संपर्क करें.

Dacă aveți nevoie de această informație într-o versiune alternativă, cum ar fi imprimare mari, Braille, bandă sau ajutor în înțelegerea-l în limba dumneavoastră, vă rugăm să contactați echipa de pantofi pe 0115 9786351.

اگر آپ اس معلومات میں ایک متبادل ورژن جیسے بڑے حروف میں چھپائی، بریل، ٹیپ یا اس کو اپنی زبان میں سمجھنے میں مدد کی ضرورت ہوتی ہے، 9786351 لائن پر شائن ٹیم سے رابطہ کریں۔