



Parent / carer behaviour expectation policy

Policy Version Control

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1. Introduction

- I.1 Ormiston Bushfield Academy understands that good levels of behaviour should be employed by all individuals within the school community and, as a result, the school endeavours to make the environment a place where adults model the behaviour taught to, and expected of, pupils.
- I.2 The Academy has created this policy in order to outline the behaviour expected of adult visitors, including parents/carers, as well as the procedures in place for dealing with any incidents of unacceptable behaviour.
- I.3 The Academy will ensure that there is a clear protocol and procedure for the admittance of parents/carers and conforms to child protection and safeguarding guidelines.
- I.4 In performing this duty, the Academy recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The Academy therefore requires that all parents/carers, without exception, comply with this policy and academy procedures. Failure to do so may result in the parent/carer escorted departure from the Academy site.

Equality and Diversity : All policies are intended to ensure that no-one is treated in any way less favourably on the grounds of race, colour, national or ethnic or social origin, race, disability, gender, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, age, religion / belief or political / other personal beliefs.

2. Legal framework

The Academy has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to safeguard all students from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Academy to ensure that this duty is uncompromised at all times.

3. Expected behaviour

The Academy expects adults to show respect and concern for the academy community by:

- Supporting the ethos of the Academy by setting a good example in their speech and behaviour towards all pupils, staff members and other adults.
- Working with staff members to resolve any issues of concern, including clarifying specific events in order to bring about a positive solution.
- Correcting their child's behaviour appropriately, particularly on the Academy grounds where it could otherwise lead to conflict, aggressive or unsafe behaviour.
- Respecting the Academy environment by keeping it clean and tidy.
- Following parking rules, as well as rules for delivering or collecting pupils from school.

In light of the above, when on the Academy premises, adults will not:

- Discriminate against any individual, whether a staff member, student or another adult, on the basis of their age, race, ethnicity, religion, belief, attainment, disability, gender or background.
- Engage in inappropriate conversations with pupils; adults should raise any concerns about students' choice of conversations with them to the Principal or member of the Senior Leadership Team immediately.
- Engage in conversations with others about pupils, staff members or other adults within the school community.
- Engage in conversations with others to discuss personal issues regarding their child's education, if their child attends the school.
- Discuss any issues of a confidential matter outside of the Academy, or to anyone whom it does not concern within the school.

4. Inappropriate behaviour

The Academy takes instances of inappropriate behaviour very seriously and will not tolerate any circumstances which may make pupils or members of staff feel threatened. A perceived threat, or any action which makes another individual feel threatened, can be enough to bar the adult from the premises.

The following are examples of inappropriate behaviour which may result in sanctions being issued against the individual:

- Trespassing on Academy property without prior permission
- Causing intentional damage to Academy property
- Breaching the Academy's security procedures
- Verbal abuse : swearing, talking in an aggressive manner, using offensive language or raising their voice at another individual

- Making racist or sexual comments
- Using aggressive hand gestures : raising fists and fingers
- Physical violence : hitting, slapping, punching, kicking and pushing
- Physically intimidating an individual such as by standing in very close proximity to him/her
- Partaking in overly unnecessary physical contact with an individual
- Writing or emailing abusive comments regarding an individual, including on social media
- Psychological harassment: displaying vexatious behaviour which is humiliating for the individual and is damaging to their self-esteem. This can be conducted through repeated instances of any of the above

NB This list is not exhaustive and displays only common examples of unacceptable behaviour. The Academy recognises there may be other examples of insulting behaviour which cause harm to an individual and these will be dealt with following the process outlined in this policy.

5. Managing inappropriate behaviour

In the instance of inappropriate behaviour, the Academy will follow a number of procedures, depending on the severity of the situation.

In the first instance, the adult who is creating a nuisance or disturbance will be asked to leave the premises or will be invited into a separate room to calm down.

If the adult has been previously barred from the premises, or has exceeded their implied licence and is causing a disturbance, the Academy will contact the police in order for the individual to be removed from the premises.

The Academy will also contact the police in the event of any serious violence and assault, and in the event of any actual harm caused to an individual.

Instances of inappropriate behaviour will be recorded in writing by all members of staff involved using an Incident Reporting Form (Appendix I) and will be given to the Principal.

The Principal will invite the individual to attend a meeting in which to discuss their inappropriate behaviour, and explain that further disturbance may result in the individual being barred from the premises.

If disturbance continues after meeting with the Principal, or where there is a one-off extreme case of violence, the Academy has the power to bar the individual from entering the Academy site for a limited time, subject to review.

Prior to barring an individual, the following process will be adhered to:

- The Principal will warn the individual in writing explaining why the incident was unacceptable, informing them that the governing body will consider barring them and when this decision will be made.
- The letter will also give the adult a chance to respond in writing and express their views. If a complaint arises, it will be dealt with in accordance with Feedback Policy.
- After receiving the adult's views, the decision will be reviewed by the Principal and Chair of Governors, and a final decision will be made as to whether the adult will be barred from the premises.

Following a bar, the Principal will send a written letter informing the individual of this and the timescale during which they are prohibited from entering the premises.

If a bar has been conducted due to a serious assault, a statement will also be given to the individual indicating that the local council and police have been informed.

If necessary, the Principal will clarify any arrangements for collecting, or delivering students to, the Academy gates. This will be communicated clearly to the individual.

All bars will be reviewed by the Principal and Chair of Governors on a termly basis, and will take into account any subsequent patterns of behaviour.

If the Academy decides to allow the adult back on to the premises, the individual will be informed of this in writing.

Any adults wishing to complain about being barred can do so by letter or email to the Principal or governing body.

The Academy understands that parents/carers retain the right to an annual consultation about the educational progress of their child(ren); however, the Principal will decide who will be present at this meeting and determine its location.

6. CCTV

CCTV is installed at various locations within the Academy perimeter to ensure safety and security of the school community. This may be used occasionally for internal investigations.



Incident Reporting Form

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| Name of individual: | |
| Date of incident: | |
| Time of incident: | |
| Location of incident: | |

Details of incident (please describe the incident in full detail, including the cause of the incident, names of individuals involved and the roles they played, what behaviour occurred, what happened following the incident, and any other information you deem necessary to assist with resolving the issue).

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| Form received by: | | Signature: | |
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Action taken following the incident (agreed by the Principal):

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| Principal signature: | | Date: | |
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