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<b>Behaviour – Parents, Carers and Visitors Policy</b>	Issued: February 21
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<b>APPROVAL BY</b>	<b>FULL GOVERNING BODY</b>

# Behaviour – Parents, Carers and Visitors Policy

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## 1. Introduction

At Alfred Lord Tennyson School (ALTS) we believe staff, parents, visitors and children are entitled to be part of a safe and protective environment. This policy outlines how our school community can work together to ensure pupils, parents and visitors are able to feel safe and valued in a positive way.

For the purposes of this policy, reference to ‘parents’ includes all adults who have a caring responsibility for a child or children in the school. This may include parents, step-parents, grandparents and other relatives, foster carers and adoptive parents as well as other adults who have a legal responsibility for a child.

## **2. Open Door Policy**

The school has an open door policy where we welcome parents to come into school if they need to discuss any issues or concerns. For the benefit of our whole community, we prefer to deal with any issues as quickly and effectively as possible. If the relevant staff are unable to meet with parents immediately, we will make an appointment for a convenient time as quickly as possible.

## **3. Parental Involvement**

It is really important that parents are involved in their child's learning and so we strongly encourage parents to attend meetings including parents' consultations, Special Educational Needs and Disability (SEND) review meetings, information evenings, Alfo award assemblies, 'wow' days, Sports and Dance day, festive productions and other review meetings.

We ask parents to consider joining our Friends of Alfred Street School (FOASS) committee as well as becoming parent helpers. Parental support and help in school is greatly valued by our staff and pupils.

## **4. Expectations of Parents and Visitors Whilst on our School premises**

As role models and for the safety and wellbeing of our school community, we expect all parents to behave appropriately whilst on our school premises. This includes adhering to the following:

- Sign in and out of our premises.
- Visitor badges must be worn at all times - visitors may be questioned by members of staff if they are not wearing a visitor badge as this is a requirement of our safeguarding policy.
- Listen to safety information given by the office team on arrival.
- Read the Visitor leaflet and/or Volunteer policy [1].
- Mobile phones must be turned off and not used within the school building.
- Only take photos when requested to do so using school equipment.
- Ensure that photos are not uploaded to social media / networking sites in line with our Child Protection and Safeguarding procedures [2].

The overall expectation is that all parents and visitors behave appropriately and act as role models when on or around our school premises.

Where this does not happen, we will:

1. Discuss concerns with individuals and outline expectations.
2. Send a letter or organise a meeting with a senior member of staff setting out expectations.

## **5. Visitors Leading Assemblies and Talking to Class Groups**

Visiting speakers will adhere to school policies regarding equality and inclusion. The member of staff who invited the visitor in to school will ensure that the content of their talk/interaction with the children is appropriate and age related.

- Staff will accompany these visitors at all time.
- Staff will check any material that is going to be shown to or talked about with the children prior to the visit.
- If staff feel worried by the speaker going “off track”, staff will stop the speaker to recheck.

## **6. Serious Disturbances and Threatening or Aggressive Behaviour**

It is an offence under section 547 of the Education Act 1996 [3] for any person (including a parent) to cause a nuisance or disturbance on school premises and grounds.

Types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the school community:

- Shouting, either in person or over the telephone
- Inappropriate posting on Social Networking sites deemed as bullying
- Speaking in an aggressive/threatening tone
- Physical intimidation, e.g. standing very close, waving, shaking or holding of a finger or fist directly at a person or in their face
- Taking an aggressive verbal tone with a member of staff or adult.
- The use of aggressive hand gestures/exaggerated movements
- Physical/verbal threats
- Swearing
- Pushing
- Hitting e.g. slapping, punching or kicking
- Spitting
- Racist, sexist comments/actions or any other activities which are deemed to be in any way discriminatory.
- Communications made through social media that either knowingly or recklessly:
  - place a child or young person at ALTS at risk of harm;
  - bring ALTS into disrepute;
  - breach confidentiality;

(This is not an exhaustive list but seeks to provide illustrations of such behaviour)

In the event of a serious disturbance or act of threatening or aggressive behaviour we will:

1. Ask the parent or visitor to come somewhere quiet to discuss the issue.
2. Outline expectations and request that the parent or visitor discuss the issue calmly so that it can be dealt with effectively.
3. Remind the parent or visitor of our Acceptable Behaviour Policy (either given or posted) and request that further concerns are discussed calmly and appropriately.
4. Contact the police (if necessary).

5. Report the incident to the Local Authority in line with Northamptonshire's policy and procedures.
6. If considered to be a direct threat to the safety of others a parent or visitor may be temporarily banned from the premises. This will be documented in a letter.

Where there are further incidents of aggressive and threatening behaviour we will:

1. Report the incident to the Local Authority.
2. Contact the police.
3. Organise a meeting with our Governing body.
4. In extreme circumstance, parents may be banned from school premises for a longer period of time. This will be documented in a letter.

All incidents of serious disturbance and threatening or aggressive behaviour will be reported to the Governing Body.

## **7. Smoking**

ALTS is a non-smoking site, therefore we ask that parents and visitors respect this and refrain from smoking (this includes the use of e-cigarettes) on our school premises and grounds or around the perimeter of the school boundary.

## **8. Swearing and Inappropriate Language**

Parent and visitors are asked to be mindful of the language they use whilst on the school premises and around the perimeter of the school boundary and to refrain from swearing or using other inappropriate language.

## **9. In Summary**

We ask all parties to abide with the above in order to maintain a happy and safe environment for all.

Any parent or visitor who is asked to leave the school premises will have the right to appeal the decision by writing to the Chair of Governors.

If parent or visitor has a grievance about anything in this policy or about a specific incident they have been involved with, they should contact the Chair of Governors, at the school address.

## **10. Monitoring and Review**

The Behaviour Parents and Visitors Policy will be reviewed regularly so that any new initiatives, developments in legislation can be taken into account.

## **11. References**

- [1] Alfred Lord Tennyson School, "Volunteer and Work Experience Policy".
- [2] Alfred Lord Tennyson School, "Child Protection and Safeguarding Policy".
- [3] GOV.UK, "Education Act 1996," 1996. [Online]. Available:  
<https://www.legislation.gov.uk/ukpga/1996/56/contents>. [Accessed 19 February 2020].
- [4] Alfred Lord Tennyson School, "Child Protection and Safeguarding Policy".

## **12. Safeguarding**

Safeguarding our children is our priority – see Child Protection and Safeguarding Policy [4]. All concerns must be reported to our Designated Safeguarding leads:

Mrs K O'Connor, Mrs S Smith Mrs J Appleby and Mrs L Bunker