



Code of Conduct – Parents & Carers

Committee	Trust Board
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Review Procedures

This Policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the Policy as a result of a review will be presented to the Board of Trustees for acceptance.

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1. Purpose

At Inspira Academy Trust we believe it's important to:

- > Work in partnership with parents to support their child's learning
- > Create a safe, respectful and inclusive environment for pupils, staff and parents
- > Model appropriate behaviour for our pupils at all times
- > Promote and ensure the well-being and safeguarding of pupils at all times so they feel secure, happy and safe.

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and pupils (through our behaviour policy).

This code of conduct aims to help the trust work together with parents by setting guidelines on appropriate behaviour.

We use the term 'parents' to refer to:

- > Anyone with parental responsibility for a pupil
- > Anyone caring for a child (such as grandparents or child-minders)

2. Adoption Arrangements and Date

This policy was adopted by the Trust Board of Inspira Academy Trust on 27th March 2023 and supersedes any previous Code of Conduct for Parents & Carers.

This policy will be reviewed by the Trust Board every year or earlier if there is a need.

3. Our expectations of parents and carers

We expect parents, carers and other visitors to:

- > Respect the ethos, vision and values of our trust
- > Work together with staff in the best interests of our pupils
- > Treat all members of the school community with respect – setting a good example with speech and behaviour
- > Seek a peaceful solution to all issues
- > Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct
- > Approach the right member of school staff to help resolve any issues of concern

4. Behaviour that will not be tolerated

- > Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- > Swearing, or using offensive language
- > Displaying a temper, or shouting at members of staff, pupils or other parents
- > Threatening another member of the school community
- > Sending abusive messages to another member of the school community, including via text, email or social media
- > Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms
- > Use of physical punishment against your child while on school premises
- > Any aggressive behaviour (including verbally or in writing) towards another child or adult
- > Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- > Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- > Possessing or taking drugs (including legal highs)
- > Bringing dogs onto the school premises (other than guide dogs)

5. Breaching the code of conduct

If the school suspects, or becomes aware, that a parent has breached the code of conduct, the school will gather information from those involved and speak to the parent about the incident.

Depending on the nature of the incident, the school may then:

- > Send a warning letter to the parent
- > Invite the parent into school to meet with a senior member of staff or the headteacher
- > Contact the appropriate authorities (in cases of criminal behaviour)
- > Seek advice from the local authority's legal team and the trust's legal team regarding further action (in cases of conduct that may be libellous or slanderous)
- > Ban the parent from the school site

The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the headteacher.

The headteacher will consult the Chair of Governors and CEO before banning a parent from the school site.

6. Dealing with incidents

On entering any of the schools within our trust, all parents & carers are automatically agreeing to adhere to the trust's code of conduct.

In the event of a breach of conduct, the schools within our trust have implemented procedures to cover incidents that involve abusive, threatening or violent adult visitors. The procedures can include the following:

- > Ask the person to leave, or invite them into a room away from other people
- > Contact either a senior member of staff within the school, local authority or in some cases the police
- > Following correct reporting procedures
- > Deciding the follow up action required i.e. whether any legal action is to be taken, if a parent; whether they should be refused entry to the premises
- > If the school can provide any further support i.e. counselling, legal support or further advice from external agencies
- > Liaising with the police whenever necessary

7. Conducting a risk assessment

Following a breach of conduct, our schools will implement a risk assessment to identify the risk to our staff and others from abusive or violent visitors. Our risk assessment will identify the following areas:

- > Assessing the level of the risk
- > Determine appropriate actions
- > Implement the actions
- > Monitor the results; and
- > Provide feedback

Part of the process of assessing the risk will involve approaching staff directly about the extent of the problems they are aware of. The school may also consult health & safety representatives about the possible risks.

This should identify what the risks are (e.g. abuse, threatening behaviour, violence, and from whom), and who is likely to be at risk (e.g. reception staff, teachers, pupils etc.). Identifying what the risks are and who is at risk are the crucial initial steps before considering how to manage these risks and how they can be minimised.

8. The banning process

The headteacher will identify all facts and evidence before proceeding, making sure that all those involved in any incidents, or witnesses to those incidents, make a full written record as soon as possible.

This process will involve the following steps:

- > Write to parent/carer/intruder to record in detail the incident and why it is unacceptable;
- > Explain that the Chair of Governors & CEO will consider banning the parent, giving the parent a period in which they may respond in writing giving their version and why they should not be banned;
- > Tell the parent when a decision will be made.

Please see the appendices to this policy for example letters banning a parent/carer/visitor from our school premises.

8.1 The length of a ban

The length of the ban will depend on the circumstances of the incident, as only the most serious misconduct would justify an indefinite ban.

The duration needs to be sufficient to convey a clear message about the seriousness of the associated misconduct, but not so long as to be disproportionate. The aim should always be to restore “normal” relations as soon as is reasonably practicable.

Even if a ban is permanent, it should be reviewed periodically, taking account of subsequently demonstrated patterns of behaviour.

8.2 What does a ban achieve?

- > It confirms to a parent that the school and the trust will not tolerate misbehaviour;
- > Shows the school takes health and safety of its staff, visitors and pupils seriously;
- > It provides a key element in making it easier to use legal remedies to prevent repeated misconduct, including use of S547 of the 1996 Education Act to enable Police removal and possible prosecution of those on school premises without permission;
- > It may form the basis for an application for an injunction to curtail repeated instances of misbehaviour.

9. Parental Rights

Every attempt should be made to maintain normal communications with parents/carers, including giving them the opportunity to participate in elections for parent governors, say.

Even where a parent/carer has been banned from the school premises, they retain their right to an annual consultation in relation to the educational progress of their child/ren. However, the school may determine who will be

present at the meeting (e.g. a senior member of staff might accompany the class teacher) and its location (e.g. it may well be arranged off site).

Appendix 1: Immediate Ban

Dear

Re: Trespass on School Premises

I am writing following an incident on **[insert date]**, when you entered the premises of **[enter name of school]**. Whilst on the premises, it is alleged that you were **very offensive and abusive, using threatening behaviour [adjust as necessary]**.

I must inform you that the Governing Body/Local Authority finds this type of behaviour on its premises totally unacceptable. I am therefore banning you from the school premises with immediate effect until **[insert date]**.

This means that you are not to enter the premises again without written permission from the Headteacher or from the Chair of Governors. If you do enter the premises again (including all buildings, playgrounds and playing fields belonging to the school), without such permission, you will be trespassing and will be asked to leave the school premises.

In the event that you enter the premises and cause or permit a nuisance or disturbance, the Police will be contacted and asked to remove you. The Police may then prosecute you for your refusal to leave. They have powers to take this action by virtue of Section 547 of the Education Act 1996.

[Primary school – include “For the duration of this decision you may bring **[child’s name]** to school and collect **him/her** at the end of the school day but you must not go beyond the school gate.]

[For infant children, also include “Arrangements have been made for **[child’s name]** to be collected, and returned to you, at the school gate by a member of the school’s staff.]

The ban, as stated above, takes effect immediately. However, I would like to give you the opportunity to give me in writing any comments or observations relating to the incident. These comments may also include expressions of regret and assurances about your future good conduct. If you wish to send me any written comments please do so by **[state date ten working days from the date of the letter]**. I will then let you know whether or not the ban will remain.

If a ban is to remain, it will be reviewed by **[insert date]**. That review will take account of any representations that you may have made.

Yours sincerely,

Chair of Governors

Appendix 2: Minded to Ban

Dear

Re: Trespass on School Premises

I am writing following an incident on **[insert date]**, when you entered the premises of **[enter name of school]**. Whilst on the premises, it is alleged that you were **very offensive and abusive, using threatening behaviour [adjust as necessary]**.

I must inform you that the Governing Body/Local Authority finds this type of behaviour on its premises totally unacceptable. I am therefore proposing to ban you from the school premises and will do so unless, **within 48 hours**, you provide me with sufficient reason/re-assurance that suggests this action is not necessary.

If a decision to ban you from the school **is** taken, you will be unable to enter the premises again without written permission from the Headteacher or the Chair of Governors. If you do enter the premises again (including all buildings, playgrounds and playing fields belonging to the school), without such permission, you will be trespassing and will be asked to leave the school premises.

If you enter the premises and cause or permit a nuisance or disturbance, the Police will be contacted and asked to remove you. The Police may then prosecute you for your refusal to leave. The police have powers to take this action by virtue of Section 547 of the Education Act 1996.

I hope that there will be no need for any of the above steps to be taken.

Yours sincerely,

Chair of Governors

Appendix 3: Follow up

Dear

Re: Trespass on School Premises

Further to my letter of **[insert date]** I write to inform you that I have decided to ban you from the premises of **[enter name of school]**.

You may not enter the school premises again without written permission from the Headteacher or from the Chair of Governors for the next **three weeks [adjust as necessary]**. If you wish to contact any member of staff with regard to any matter relating to your child, you may only do so by telephone or by letter.

I would ask you, within the above period, to meet with the Headteacher to explain your actions and to offer assurances that this will not be repeated. The school have a code of conduct for parents and you would be expected to follow this; as all other parents do.

If agreement is reached at this meeting, then the ban may be lifted; however, this is at the discretion of the governors.

If you do enter the school premises again, without written permission from the Headteacher or from the Chair of Governors, you will be trespassing and will be asked to leave the school premises.

If you enter the premises and cause or permit a nuisance or disturbance, the Police will be contacted and asked to remove you. The Police may then prosecute you for your refusal to leave. The police have powers to take this action by virtue of Section 547 of the Education Act 1996.

I hope that there will be no need for any of the above steps to be taken.

Yours sincerely,

Chair of Governors

Appendix 4: Rescinding Letter

Dear

Re: Trespass on School Premises

I write to advise you that following a meeting between yourself and the Headteacher on **[insert date]** my letter written on **[insert date]** issuing you with a ban is now rescinded.

Yours sincerely,

Chair of Governors