

Newton Burgoland Primary School

Keeping schools Safe from Abuse, Threats and Violence Procedures

Full copies of our policies and procedures can be found on our website or are available from the office www.newburland.leics.sch.uk

Adopted by the governing body at the meeting held in June 2018 – see minutes

Due for review every 3 years

The quality of the relationship between home and school has a significant impact on student learning and welfare. Both school and home are responsible for maintaining good communication and a positive working relationship.

We expect and encourage all parents to work with us and the local community to ensure that student's experiences of school life are positive. When relationships between school and home break down pupils' learning and wellbeing is compromised.

When we make decisions in school it is for the greater good of the whole community; if parents are unsure about any aspect of school life they should in the first instance contact the school, to clarify any confusion or misunderstanding.

You may contact the school by telephone, email or in person. That contact should be polite and respectful and you should be treated with politeness and respect.

We recognise that sometimes, the decisions we make are difficult and that you may not agree with our choices. However, we will always: listen professionally, and consider your point of view.

All staff have a right to:

- Dignity at work,
- To work without fear of violence and abuse
- In extreme cases, of appropriate self-defence.

All pupils have a right to:

- Childhood
- Respect and dignity
- Feel safe
- Learn
- A positive school experience

All parents and visitors are expected to help us to preserve these rights.

These procedures and information outline the steps that will be taken where parents' behaviour is unacceptable.

The following information is sent out at the beginning of each school year in our Communication letter to parents/guardians.

Rules and Expectations

Please take note of the following for the wellbeing, education, security, health and safety of all pupils and staff:

- **Do please treat everyone in our school community with respect;** violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated – action will be taken under Section 547 of the Education Act 1996
- **Do arrive on time at the start and end of day.** The school day starts at 8.45. Your child should be ready to enter school at this time. The school day finishes at 3.20. Do not take advantage of our goodwill by arriving late to collect your child, except in very exceptional circumstances, please telephone school if you are going to be late.

Late collection will incur the occasional cost of an after school club which is £5. Please see Attendance above.

- **Do make sure that your child is fit for school and ready to learn** after a good night's sleep, with all the kit that they require. (music books and instruments, reading books and reading records, coats, sunhats, sun cream, sweaters, water bottles and fruit for KS2)
- **Do provide packed lunches that will support your child's learning.** Fizzy, sugary drinks and an excess of sugary or salty snacks are detrimental to afternoon learning. **Packed lunches should be peanut free** to support a pupil & member of staff with a severe peanut allergy. To support our school recycling scheme please ensure your child brings home their lunch waste e.g. yoghurt pots, as we are unable to recycle items unless they are washed first.
- **Do use the main front entrance** not the side gate to enter the school site during the school day & once pupils have gone in for registration. **All** queries and concerns must be taken to the office. **Children should be left at the side gate in the morning.**
- **Do collect pupils** in class1, 2 and 3 from their classroom door at 3.20. Children in class 4 are collected from the playground. **Pre-school children should not be allowed to play on the play equipment in playground or the netball posts at the front of the school.**
- **Do purchase a school book bag and PE bags.** Other types of bag create a hazard in our corridors.
- **Do name your child's uniform, book bag & PE bag** all named uniform is returned.
- **Do notify us, by phone or in writing,** if your child is being collected by someone else. Forms are available from the foyer.
- **Do complete a medical form** if your child needs to take medicine in the school day – we voluntarily administer medicine with a completed & signed form.
- **Do keep your child at home for 48 hours after vomiting and diarrhoea – see Health & Safety section of the website**
- **Do let us know if you need some help** understanding or getting to grips with 'modern' methods of teaching; especially in maths
- **Do listen to your child read.** Your support will make a big difference.
- **Do join our school clubs;** they are only viable if sufficient numbers join in.
- **Do let us know about changes to home circumstances**
- **Do share any worries you have about school with us**
- **Do check any information that your child brings home verbally, with us.** It is easy to jump to conclusions based on your child's version of events. We are all human, mistakes are made occasionally, these are unintentional and in no way detract from the high levels of care and concern we practice when working with all our pupils and families
- **Do park safely,** away from the zigzag lines
- **Do support our 'No smoking' policy** on the school site and at school events (for example sport events).
- **Do keep dogs off the school site**

Behaviour

Below you will find examples of unacceptable behaviour.

It is not an exhaustive list but seeks to provide illustrations of behaviour that will not be tolerated at our school.

- Shouting at school staff, parents or pupils, either in person or over the telephone (staff only)
- Using aggressive, intimidating derogatory or threatening language
- Physically intimidating a member of staff, parent or a pupil e.g. standing inappropriately close to him/her.
- The use of aggressive hand gestures e.g. two fingers raised, showing a fist.
- Threatening school staff/ pupils/ parents
- Writing abusive comments about a member of staff, parents or pupils including on social media
- Swearing at a member of school staff/ parent/ pupil
- Physical aggression e.g. pushing/shoving, spitting
- Extreme, racist or sexist comments
- Breaking the school's security procedures e.g. entering the school from the rear playground uninvited.
- Using social media to complain about the school or the actions of a member of staff, parent or pupil
- No parent should ever tackle a pupil (that is not their own child) about their actions either at school or out of school

Unacceptable behaviour may result in the Police being informed of the incident.

Procedures

If a parent or member of the public behaves in an unacceptable way, towards a member of the school staff, pupil or parents, the Headteacher or appropriate senior member of staff will seek to resolve the situation through discussion and mediation.

If necessary, the school's complaints procedure will be followed. Where all procedures have been exhausted, and aggression or intimidation continue, or where there is an extreme act of violence, or repeated unacceptable use of social media, a parent or guardian may be banned by the Headteacher from the school premises for a period of time, subject to review.

Prior to being banned the following steps will be taken:

1. The parent will be warned, in writing, that s/he is banned from the premises, subject to review, and what will happen if the ban is breached, e.g. that an injunction may follow.
2. Where an assault has led to a ban, a statement indicating that the matter has been reported to the Local Authority and the Police will be included.
3. The Chair of Governors will be informed of the ban.
4. Where appropriate, arrangements for students being delivered to, and collected from the school gate will be clarified.

Home School Partnership

Students learn best when there is a positive partnership between home and school. Whilst every effort will be made to work with parents, this will only be possible where parents behave in an acceptable way. **If for any reason you feel our partnership with you is becoming negative please make an appointment to come and talk to us.**

Unfortunately, where a parent's behaviour is either unacceptable or serious it will not be possible to continue working with him/her and, as a final resort, legal action may be taken.

The school will take action where behaviour is: unacceptable, serious, breaches our Home School Agreement and/or Health and Safety legislation.

Action requested

Appendix A should be completed by anyone who has had to deal with aggressive parents/guardians/visitors and this should be passed to the Head Teacher who will forward to the Clerk to the Governors.

It is advisable that staff complete a communication form (Appendix B) when meeting with parents/guardians.

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AGGRESSIVE BEHAVIOUR FROM PARENTS/GUARDIANS OR VISITORS TO SCHOOL

Incident Reporting Form

Name of parent/guardian/visitor (perpetrator)	
Name of staff member/ student/ parent/guardian/visitor (victim)	
Name of person completing form	
Nature of Incident (Please tick or state) Verbal abuse; Intimidating behaviour; Refusal to co-operate; Physical assault; Racist or sexist comment; Incitement of others; Breaching security; Other	
Brief description of the incident	
Action Taken	

Signed Date

Please pass completed form to the Head Teacher

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Record of Conversation / Meeting / Phone Call (please circle)

Name of Student		Year Group		Date		Time	
Name of Parent							
Initiated By:							
Present in meeting / phone call							
Issues Discussed							
Actions Taken							
Actions needed							
Signed					Date		
Signed					Date		