



RAVENS  
DALE JUNIOR  
SCHOOL



**RAVENSDALE JUNIOR SCHOOL**

**Parent/Carer/Visitor Behaviour Policy**

Throughout this policy **visitors** refers to **parents/carers or visitors**

## Statement of Intent

Ravensdale Junior School encourages close links with parents and the community. We believe that pupils benefit when the relationship between home and school is a positive one. This view is one that is shared by other stakeholders within our community, as identified through our parental surveys.

The vast majority of Ravensdale Junior School visitors are keen to work with us and are supportive of the school. However, on the rare occasions when a negative attitude towards the school is expressed, this can result in aggression, threatening behaviour, verbal and or physical abuse towards a member of the school community.

Our school expects and requires staff to behave professionally in these difficult situations, and to attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, all members of the school community have the right to work without fear of violence and abuse, and the right in an extreme case, of appropriate self defence.

We expect visitors to behave in a reasonable way towards other members of the school community. This policy highlights positive behaviour that would be expected from visitors to the school and also outlines the steps that will be taken where visitor's behaviour is unacceptable.

### **Positive conduct that is expected whilst visiting the school site:**

We expect visitors to show respect and concern for others by:-

- supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community;
- working together with staff for the benefit of the pupils. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution;  
**(We request that parents do not discuss such issues on social media, or approach other families or children directly.)**
- if you are a parent/carer, correcting your own child's behaviour, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour;
- respecting the school environment, including keeping the school tidy by not littering.
- following the parking rules and doing the right thing when delivering and collecting children from school.

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

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

- Shouting, either in person or over the telephone

- Speaking in an aggressive/threatening tone
- Physically intimidating, e.g. standing very close to her/him
- The use of aggressive hand gestures/exaggerated movements
- Physical threats
- Approaching another parent in a threatening or intimidating manner
- Approaching a child in a threatening or intimidating manner
- Swearing
- Pushing
- Hitting, e.g. slapping, punching or kicking
- Spitting
- Discriminatory comments
- Breaking the school's security procedures

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

Parents are encouraged to inform the school (class teacher, deputy or Headteacher) of problems between their child and other children involving social media. If parents feel that they are being threatened by another parent outside of school they are advised to contact the police direct.

## **Procedures**

When a visitor behaves in an unacceptable way either during a telephone conversation or in person, staff at the school have the right to terminate the call/conversation. The incident will be reported by staff to the Senior Leadership Team who will seek to resolve the situation through discussion and mediation. If necessary the school's complaints procedure should be followed. The school reserves the right to take any necessary actions to ensure that members of the school community are not subjected to verbal abuse. The school may warn the aggressor, ban them from the school, and/or contact the police.

The member of staff who is involved in the incident will complete the Incident Report Form (Appendix 1) and pass it on to the Headteacher.

Where all procedures have been exhausted, and aggression or intimidation continues, or where there is an extreme act of violence, the discussion will be terminated and the visitor will be asked to leave the school immediately. The police will be called if necessary. A visitor may also be banned from the school premises for a period of time, which will be determined by the school.

Prior to being banned the following steps will be taken:

- The visitor will be informed, in writing, that he/she is banned from the premises, subject to review, and what will happen if the ban is breached.
- The Chair of Governors will be informed of the ban.
- Incidents of verbal or physical abuse towards staff may result in the police being informed, and may result in prosecution.

## **Conclusion**

If a visitor is intimidating, threatening or aggressive towards a member of the school community, any interaction will be terminated immediately and the person will be instructed to leave the premises. Further action may be taken by the school.

Ravensdale Junior School will take action where behaviour is unacceptable or serious and breaches our related policies.

**Appendix 1**

Abusive or threatening behaviour – incident report form

*1. Details*

Date of incident: .....

Day of the week: .....

Time: .....

Location:.....

*2. Member of staff reporting incident*

Name: .....

Position: .....

*3. Details of person assaulted / verbally abused*

Name: .....

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

*4. Details of trespasser / assailant / verbal abuser (if known)*

.....

.....

*5. Witness(es) if any*

Name: .....

Address: .....

.....

Other information / relationship between member of staff / abuser if any

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6. Details of incident (please attach witness statement if appropriate)

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.....  
.....

Location of incident: .....

7. Outcome:

Member of Senior Leadership Team involved and action taken: .....

.....  
.....

Has abuser been involved in any previous incidents? .....

Name and contact details of police officer involved / incident number:

.....  
.....

Form completed by : .....

Signed: .....

Date: .....

Please return to the Headteacher as soon as possible.