Sir John Nelthorpe School

Parental Visitor Site Access Policy

Author	North Lincolnshire Council
Reviewed date	Autumn 2025
Next review date	Autumn 2028
Consultations/Training	Governors

Parental-Visitor Site Access Policy

The relationship between schools and families is important in supporting pupils to succeed, in terms of their social and emotional well-being and meeting or exceeding their expected outcomes in terms of academic achievement.

As part of the important relationship, schools normally welcome parents/carers on site and encourage open communications between the school and the family.

As a general rule, schools are orderly, safe places, where relationships between staff and visitors, especially parents/carers, demonstrate mutual respect and recognition of shared responsibility for pupils'/students' welfare and educational progress. Parental involvement is an important factor in educational success and in dealing with emerging problems at an early stage.

However, on occasion, the behaviour of a few parents/carers/visitors can cause severe disruption or worse, resulting in abusive or aggressive behaviour towards staff, pupils/students, or other members of the school community.

Occasionally the terms of the relationship need to be amended due to inappropriate behaviours, and this policy sets out the triggers and actions for a change to the usual status quo.

Access to the School Site

Schools are private property. People do not have an automatic right to enter. Parents/carers have an 'implied license' to come onto the school/academy premises at certain times, for instance:

- for appointments
- to attend a school event
- to drop off or pick up younger children

(from DfE guidance Controlling access to school premises – GOV.UK)

Under section 576 of the Education Act 1976, "parent" includes a child's natural parents, anyone with Parental Responsibility for the child or anyone who is caring for a child.

The public has no automatic right of entry onto school premises.

The Governing Body of the School is committed to reducing the risks of its staff from acts of violence and aggression by:

- demonstrating to staff that the potential for violence at work is recognised
- issuing clear procedures/guidelines, which include preventative and protective measures
- providing adequate training to staff who may be subject to violence or abuse to develop their ability to anticipate violent incidents and deal with them
- providing appropriate equipment where applicable
- clarifying violent incident reporting and monitoring procedures
- encouraging proper reporting of incidents and near misses and ensuring that school/academy staff do not avoid reporting violent incidents in the belief that an assault may suggest a failure on the part of the member of staff concerned
- supporting staff who have been subject to violent, threatening or abusive behaviour and offering counselling where appropriate
- allocating adequate resources to support this policy
- reviewing this policy, procedures and guidelines regularly

Removal of Implied License

Under certain circumstances, schools may need to withdraw that license.

The governing body recognises that staff can be intimidated or threatened by a variety of circumstances, not simply physical assault, which includes behaviours such as:

- making excessive or abusive demands on school/academy time by frequent, lengthy and complicated contact with staff either in person, in writing, by email and by telephone
- use of threats to intimidate
- abusive, offensive or discriminatory language – swearing/ sexual, racial or other harassment/ bullying/ intimidation/ shouting / insults/ innuendo/ unreasonable demands or blackmail/ other verbal or written abuse which causes personal offence or distress
- physical violence including kicking/ biting/ punching/ poking or pushing/ spitting/ scratching/ head butting/ tripping/ posturing/ gestures/ actions that restrict movement/ unwanted physical contact which results in no injury / use of weapons/ other aggressive behaviour
- damage to school/academy or personal property
- refusal to leave when asked
- disruption of the running of the school
- any actions that are considered to present a risk to staff or pupils or make them feel unsafe

In these circumstances the Headteacher may consider banning the parent (removing the licence) from the site.

The decision to ban a parent should not be taken lightly as there is the need to bear in mind that the school is likely to have to maintain some sort of working relationship with the parent/carer if the child remains at the school.

The Banning Process

The Headteacher will need to assemble the full facts 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. *(Incident Report Form **Appendix A**).*

Process for Banning from the Site

1. The Headteacher will write to the parent/carer/visitor setting out what has happened and why it is unacceptable. Depending on the actions leading to the consideration of a ban, a letter to the parent/carer/visitor may be sent, warning them that a continuation of their actions would lead to a ban.

2. If the reason was severe enough, the Headteacher may send a letter informing the parent/carer/visitor they are implementing a provisional ban from the site (10 days), with immediate effect. This is to allow the parent/carer/visitor time to make representations as to why a ban is unreasonable and a longer ban should not be implemented. The parent/carer/visitor should be given the opportunity to make representations to the Headteacher before a long term ban is issued. The representation may be made in person or in writing (depending on the circumstances for the ban). After any representations have been made the Headteacher will write to either confirm that a ban would be put in place and the length of that ban or that they have decided to discontinue the ban. The letter confirming the ban should outline the reasons for that and should also include a review date.

3. The letter should inform the parent/carer/visitor that they have the right of appeal to relevant committee of the governing body and include a timescale by which a request for an appeal should be received by that committee.

4. If the parent/carer/visitor wishes to appeal to the governing body the parent/carer/visitor should contact the Governance Professional to the governing body who will convene a meeting. The meeting should be held within **15 school** days of receipt of the appeal notice. The Governance Professional will write to parent/carer/visitor informing them of the time and date of the meeting. The panel may consider the parents/carers/visitors representation by inviting the parent/carer/visitor to attend the meeting or may make representation in writing (depending on the circumstances for the ban).

5. The committee will either uphold the ban and confirm the review date or they may overturn the decision to ban the parent/carer/visitor from the site if it is believed the Headteacher/Principal has acted unreasonably.

6. There is no further right to appeal via the school.

7. In certain circumstances the letter may be issued by the Chair of Governors if the alleged incident related to actions against the Headteacher.

8. All ban's must be reviewed regularly and further communication sent to the banned person.

<u>Communication Plan</u>

If a parent/carer/visitor has been banned from site normal communications should be maintained, wherever possible. However, in certain circumstances, it may be necessary to limit the level of communications, and a plan should be provided so that parents/carers/visitors know who, when and how they can communicate with the school, except in emergencies or for safeguarding purposes when immediate contact may be required. Schools cannot ban a parent/carer/visitor from communicating with the school entirely.

The communication plan should also be subject to a review at the same time as any review of a ban.