



STEP Academy Trust

Visitors Policy (including process for dealing with unacceptable behaviour on academy premises)

Publication Date: July 2019

About this Document:

<p>Author/s: Cheryl Gilbert Jennese Alozie</p> <p>For queries related to this policy, please contact: cheryl.gilbert@stepacademytrust.org jennese.alozie@stepacademytrust.org</p>	<p>Related Documents: Anti-bullying Child Protection and Safeguarding Policy Site Security (Intruder) Policy</p>
<p>Date of review: May 2019</p> <p>Policy approved by: Board of Trustees</p> <p>On date: 11 July 2019</p> <p>Frequency of review : 4 years</p> <p>Date of next publication: July 2020</p>	

Introduction

STEP Academy Trust Board of Trustees has agreed this Policy and as such, it applies to all Academies within the Trust.

STEP Academy Trust assures all visitors a warm, friendly and professional welcome to its Academies, whatever the purpose of their visit.

The Trust has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to “safeguard” all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Trust and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Trust recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The Trust therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor’s escorted departure from the Academy site.

In performing its’ duty to keep its pupils and staff safe there is a protocol to follow for visitors:

- Invited to the Academy;
- On the premises;
- Leaving the premises;
- Phoning the Academy.

Visitors may come to the Academy for a variety of reasons – for example

- As a parent visiting a teacher or other school staff;
- To take a club or activity;
- To speak to a class or assembly group;
- As a contract worker.

For whatever reason a visitor comes to the Academy, procedures will need to be in place and parameters clear to all. Therefore this policy also relates to unwanted visitors - such as people who may turn up or phone the Academy on an ‘ad hoc’ basis demanding to see or speak to people. The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (County Advisors, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and procedures visitors to the school

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.

- At times when the security gates are closed, all visitors must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit.
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.

Visitor procedures for pre-arranged visits

All visitors' names and the reason for their visit must be recorded at reception. The visitor will be given a badge which they must wear at all times whilst on the premises. The time of arrival and departure of the visitor should also be noted via online or paper based system. If the office staff are not available, the staff member organising the visit should ensure the time of arrival/departure are appropriately recorded. The visitor should be made aware that:

- Your safety and wellbeing during your visit are important to us;
- As a visitor you have a legal responsibility to care for the Health and Safety of yourself and others;
- The fire alarm is a continuous siren. If this should sound, leave the building by the nearest exit and proceed to the Academy playground;
- Should you discover a fire, operate the nearest alarm, and follow the exit procedure above;
- Visitors are not permitted in classrooms unless escorted by a member of staff;
- STEP Academy Trust operates a no smoking policy.

If a fire alarm does sound, then the visitor should report to the office staff on the Academy playground or relevant fire evacuation meeting point.

Visitors to classes/after school clubs

STEP Academy Trust recognises that visitors in the classroom are valued for their different perspective and expertise. However, staff must be vigilant in assessing the background of individuals before committing the Academy to any involvement.

The staff member should consider how the visitor can add value in developing and supporting young peoples' education. It is important that all parties are clear about the purpose of the visit to prevent misunderstandings. The visitor's aims and values should reflect those of the Academy and the class that they are visiting. The visitor should outline the content of the material prior to the visit. All staff should check with their Headteacher before inviting visitors into the Academy. Some subjects have specific guidelines which must be followed-this is particularly so with regards to SRE (see list of policies below).

Visitors offering counselling/support to pupils should be vetted, work within the Trust policies, and follow the Child Protection Act 2004. The agencies should provide copies of their own guidance and procedures where relevant. Consultation with parents is also a consideration as well as keeping them informed of visits. There may be incidences where parents might like their child to be withdrawn.

Negotiating a visit

When negotiating a visit with the Academy the visitor should be made aware of the following points:

- How the visitors input will fit into the planned curriculum/framework (eg medium and long term plans);
- The Academy and Trust Mission Statement;
- How the work relates to the relevant policies, including acceptable /unacceptable language;

- Whether there are clear guidelines relating to the approach of sensitive issues such as sensitivity, confidentiality and Child Protection;
- The type of audience, outlining how the needs of all young people in terms of their age, gender, disabilities, ethnicity and religious beliefs will be met;
- How the skills and teaching approaches will be used in order to meet the learning objectives and needs of young people;
- The size/number of groups to be involved, range of ability and existing knowledge;
- What space is required by the visitor e.g. classroom, workshop and equipment ready in advance;
- How many sessions will be needed;
- What type of space will be required for the session/s. e.g. classroom or workshop;
- What the teacher/s role/s will be, e.g. observation, participation, joint representation, monitoring and evaluating input (***please note that the teacher is responsible for the behaviour and discipline of the young people in their classroom***);
 - Procedure if support is required (behaviour/technical);
 - That the teacher will take responsibility for the overall delivery of the programme to which the visitor contributes and is present at all times;
 - That you have ensured that your input and any issues arising will be subsequently addressed;
 - How will your input be monitored and evaluated and how will you receive feedback;
 - Written confirmation of what has been agreed with copies of relevant policies should be forwarded to the visitor prior to the agreed date of visit;
 - Charges incurred, if relevant.

Governors and volunteers

All Governors and volunteers should sign in and out using the school system.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors or Clerk to Governors. New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

Staff development

As part of their induction, new staff will be made conversant with this policy for external visitors and asked to ensure compliance with its procedures at all times.

On departing the school, visitors MUST leave via reception and:

- Enter their departure time alongside their arrival entry;
- Return the identification badge to reception;
- A member of staff should ensure the visitor has left the site (ensuring the visitor does not re-enter the school site, potentially breaching security).

Phone calls made to the academy/trust by intending visitors

The Academy Office should take the name and number of visitors/agencies phoning the Academy/Trust and send a note/message to relevant staff member, paper or online. It is to be made clear to callers that staff will phone back at a time convenient to them. If staff are expecting a phone call and wish to speak to someone then staff should let the Academy Office know.

Contractors

Contractors include people engaged to perform work who are not directly employed by the Academy/Trust. In many instances work processes will be carried out near classrooms, playgrounds or other areas occupied by students or staff while the school is in operation.

It is important that good lines of communication between the Academy and contractor are established *before* work commences to ensure that health and safety issues and supervision are appropriately managed.

Appropriate supervision is deemed to be where the work is either in an area which is constantly supervised or within eye sight of a member of the Academy's workforce, or where the work being carried out is physically cut off from the children by means of closed doors, fencing or gates. There should be no opportunity for children/young people to engage in conversation with a Contractor without being observed by another member of staff.

If the Academy is concerned with inappropriate activities being undertaken these should be raised immediately with the Contractor and the Headteacher. It is recommended that the Academy Site Manager confirms receipt and understanding of the Trust's Safeguarding policy from the Contractor. It will be the responsibility of the Academy Site Manager to ensure, in respect of contractors coming onto the Academy site, that he/she carefully monitors their activity to ensure that the policy is strictly adhered to.

In all cases the Contractor should ensure that each employee has individually confirmed in writing that he/she has read and understood the Trust's Safeguarding policy. This could be recorded as part of the online Academy Single Central Record (SCR). It is the responsibility of the Academy Site Manager to ensure in respect of contractors coming onto the school site that he carefully monitors their activity to ensure that the policy is strictly adhered to.

The Contractor should also ensure that each employee has identification including the company name, the employees name and Contractor's signature to be carried at all times on the Academy site. Where possible this should include photographic identification.

Typical issues that will need to be discussed with contractors prior to work starting include:

- How will the work affect Academy activities e.g. use of heavy machinery on site, noise, dust;
- Contractors will need to sign the asbestos log before work commences;
- Safety arrangements the contractor will have in place;
- Vehicle & equipment movement in the Academy premises;
- Timing of certain activities e.g. can it be done when students have left the premises;
- Areas of the Academy that will be affected, e.g. appropriate barricading of work areas;
- Maintenance of essential utility services (water, sewerage, electricity, telephone contact etc.);
- Managing excessive noise, dust or fumes;
- Protocols for communicating between the Academy and contractor, e.g. regular meetings;
- Hand-over process at the completion of the work.

Uninvited visitors to the academy

If an intruder comes onto the premises then the office staff should be alerted immediately. The Site Manager and a member of SLT should be contacted and they will identify and assess the risks. The intruder will be questioned and escorted off the premises. The Academy will establish and maintain

close liaison with the local police. Procedures are in place to enable the police to be called and to respond promptly when incidents occur. The Academy will work with the Police to confirm the circumstances in which they will pursue a prosecution against an assailant.

If a visitor turns up to talk to a member of staff without an appointment then they should usually be sent away having been told to make an appointment. If in doubt contact the Headteacher or Deputy Headteacher. The visitor may leave appointment times with the office staff that will pass these times onto relevant staff member.

Visitors who display inappropriate and unacceptable behaviour

The office should be alerted and the visitor should be escorted immediately to reception where help should be sought from a member of the SLT. If necessary the police should be called. The incident should be recorded and given to SLT.

The vast majority of parents, carers and other visitors to our Academy are supportive of the Academy, its teachers, other members of staff, its Pupils, their parents and other visitors, and act in a reasonable way, ensuring that the Academy is a safe, orderly environment in which Pupils can learn. Occasionally, however, a negative attitude is expressed in an aggressive, verbally abusive or physically abusive way towards these members of the Academy community which is unacceptable and will not be tolerated.

The Academy requires its teachers and other members of staff to behave professionally in these difficult situations, attempting to defuse the situation wherever possible, and to seek the involvement of other members of staff as appropriate. However, all teachers and members of staff have the right to work without fear of harassment, violence, intimidation or abuse.

The Academy expects parents and other visitors to always behave in a reasonable way towards all members of the Academy community. This policy outlines the steps that will be taken where the behaviour displayed falls below the standard the Academy expects and will not be tolerated.

The types of behaviour which are unacceptable and will not be tolerated are:

- Shouting, either in person or over the telephone;
- Using intimidating language or behaviour;
- Using threatening language or behaviour;
- Using abusive language or behaviour;
- Using insulting language or behaviour;
- Using aggressive or offensive hand gestures;
- Shaking or holding a fist towards another;
- Swearing;
- Pushing, shoving or jostling;
- Hitting, slapping, punching or kicking;
- Spitting;
- Any other behaviour likely to cause anybody witnessing it (including the recipient) alarm, distress or to fear that violence may be used against them or others.

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

Permission to enter and be on the academy's premises

Parents have "implied permission" to enter and be on the Academy's premises for reasons relating

to their child / children's education. This means that parents are welcome to come to the Academy to drop off and collect their children, to speak to teachers and other members of staff about their children, or for meetings, parents' evenings and social events. Parents do not have a legal right to enter or be on the Academy's premises without a good reason.

In education law, the term "parent" includes the natural or adoptive parents of a Pupil, as well as a non-parent with care of a Pupil and a non-parent with parental responsibility of a Pupil. For the purposes of this policy only, the term "parent" will also include a non-parent who does not have care of or parental responsibility for a Pupil, but who is involved in looking after a Pupil on a regular basis (for example, a childminder, non-resident partner of a parent or relative who takes the Pupil to or from Academy, is involved with the care of the Pupil in some other way, or a person whose emergency contact number we have been provided with).

Other visitors also have "implied permission" to enter and be on the Academy's premises if they have a reason, for example a courier or delivery person, or a member of the public attending the Academy's office to make enquiries about something. Members of the public without a good reason for entering or being on the Academy premises are trespassing.

Withdrawal of permission to enter and be on the academy's premises

The Academy has the right to withdraw the "implied permission" for a parent or visitor to enter or be on the Academy's premises if their behaviour while they were previously on the Academy's premises was unacceptable. The withdrawal of the "implied permission" will be effective as soon as the parent or other visitor has been told that they must leave and are prohibited from returning, and will be confirmed in writing by recorded delivery if the home address is known. The full procedure that the Academy will follow is outlined in further detail below.

Once the "implied permission" has been withdrawn, the Academy will ask the police to remove the parent or visitor if they appear on the Academy's premises. If the parent or visitor causes a nuisance or disturbance while they are on the Academy's premises, they may also be prosecuted in the criminal courts under Section 547 of the Education Act 1996, be liable to pay a fine of up to £500.00 and have a criminal conviction recorded against them.

Where a parent has had their "implied permission" to enter and be on the Academy's premises withdrawn, the Academy will, in appropriate cases, make alternative arrangements for the parent's children to be dropped off and collected from the Academy, and in relation to parents' evenings and other meetings.

Other criminal offences

In addition to the criminal offence under Section 547 of the Education Act 1996 outlined above, unacceptable behaviour by a parent or visitor can also amount to several other forms of criminal offence. Some of these criminal offences are listed below:

Common Assault

This is committed when a member of the Academy community has been assaulted and no injury or very minor injuries have been caused. The offence is more serious if it is racially aggravated by the words or behaviour used just before or during the assault.

Assault occasioning Actual Bodily Harm

This is committed when a member of the Academy community has been assaulted and slightly more serious injuries have been caused falling short of fractures or deep wounds. The offence is more serious if it is racially aggravated by the words or behaviour used just before or during the assault.

Grievous Bodily Harm

This is committed when a member of the Academy community has been assaulted and serious injuries have been caused such as fractures or deep wounds. The offence is more serious if it is racially aggravated by the words or behaviour used just before or during the assault, and there are two forms of the offence; intention to cause the injury (the more serious of the two) and being reckless as to causing the injury.

Public Order Offences

This group of offences are committed when a parent or visitor has used threatening, abusive or insulting words or behaviour likely to cause harassment, alarm or distress; or likely to cause fear of violence; or with intent to cause fear of violence; or using or threatening unlawful violence likely to make those witnessing the incident fear for their safety.

Criminal Damage

This is committed when a parent or visitor has destroyed or damaged property belonging to the Academy or a member of the Academy community, intending to do so or being reckless as to doing so. The offence is more serious where the damage was caused by fire, or there was an intention or recklessness as to endangering life.

Possession of an Offensive Weapon or Bladed Article on Academy Premises

This is committed when a parent or visitor enters the Academy's premises with a knife or an offensive weapon. It does not matter if the parent or visitor intended to use the knife or weapon.

Where the Academy believes that a parent or visitor's conduct would amount to a criminal offence, the Academy will report the incident to the police for immediate investigation and prosecution. The Academy will co-operate fully with the police, including encouraging teachers and other members of staff to provide witness statements and to attend court to give evidence at a trial.

Where a parent or visitor's conduct amounts to a criminal offence, the Academy will, in all but exceptional cases, immediately withdraw their "implied permission" to enter and be on the Academy's premises.

Procedure for withdrawing implied permission to be on the academy's premises

The initial decision to withdraw "implied permission" will be made by the Headteacher or, in the Headteacher's absence from Academy, the Deputy Headteacher. The decision will be reviewed on a regular basis by the Chair of Governors, who can delegate this task to another Governor in appropriate cases.

STAGE 1 – Warning letter from the Headteacher before implied permission withdrawn

Where a parent or visitor has behaved in a way which is unacceptable to the Academy for the first time, they are likely to receive a letter warning them that, if the behaviour is repeated, their "implied permission" to enter and be on the Academy's premises will be withdrawn. The Headteacher will send a letter to the parent or visitor confirming the warning and the consequences of failing to heed it.

However, where the unacceptable behaviour is serious and/or amounts to a criminal offence, it is likely that the parent or visitor's "implied permission" will be withdrawn immediately without warning under Stage 2.

STAGE 2 – Letter from Headteacher withdrawing implied permission

Where a parent or visitor has already received a warning letter under Stage 1 and has behaved in an unacceptable way again, or where a parent or visitor has engaged in serious misconduct and/or conduct amounting to a criminal offence, their "implied permission" to enter and be on the Academy's premises will be withdrawn. If possible, they will be verbally informed that they are prohibited from entering or being on the Academy's premises immediately after the incident or as soon as practicable thereafter. In any event, the Headteacher will send a letter (Appendix, Letter 2) to the parent or visitor confirming the withdrawal of their "implied permission" and the consequences of failing to comply.

The prohibition will initially last for ten Academy days from the date of the letter. The parent or visitor will be invited to provide written comments within five Academy days of the date of the letter. By the tenth Academy day from the date of the letter, the Chair of Governors will review the Headteacher's decision in accordance with Stage 3 (whether or not any written comments have been received) having been provided with all documentation relating to the incident (and any previous incidents), the Headteacher's record of the decision and the reasons for it.

STAGE 3 – Review of Headteacher's decision by Chair of governors

The Chair of Governors will, within ten Academy days of the date of the letter notifying the parent or visitor of the Headteacher's decision to withdraw their "implied permission" to enter and be on the Academy's premises, review the decision made, having considered all documentation relating to the incident (and any previous incidents), the Headteacher's record of the decision, the reasons for it, confirmation as to whether the parent or visitor has complied with the instruction, and any written comments received from the parent or visitor.

The Chair of Governors must consider whether the Headteacher's decision, made in the immediate aftermath of the incident, was unjustified; whether, although the Headteacher's decision was justified at the time, the withdrawal of "implied permission" for a period of ten Academy days is sufficient to serve as a warning and to allow the parent or visitor time to reflect upon their past and future behaviour; or whether the Headteacher's decision was entirely justified and should be confirmed for further review at a later date.

The Chair of Governors will, by the tenth Academy day of the date of the letter, write to the parent or visitor confirming whether the decision of the Headteacher has been confirmed (Appendix, Letter 3A) or revoked (Appendix, Letter 3B), stating their reasons.

Where the decision has been confirmed, the letter will confirm the date of the next review, which will be for a period of between fifteen and thirty Academy days, or until the last day of the term or half term period, at the Chair of Governor's discretion, subject to a maximum period of thirty Academy days.

Where the decision has been confirmed, the parent or visitor will be invited to provide further written comments at least five Academy days before the date of the next review. These comments should be restricted to the parent or visitor's conduct since the decision was last confirmed or any new consequences of the decision, and should not repeat comments provided previously which the Chair of Governors will already be in possession of.

STAGE 4 – Further reviews of the decision

Where the Headteacher's decision was confirmed by the Chair of Governors under Stage 3, or the decision has previously been confirmed under Stage 3, the Chair of Governors will carry out a further review of the decision by the review date, having considered all documentation relating to the incident (and any previous incidents), the Headteacher's record of the original decision, the reasons for it, confirmation as to whether the parent or visitor has complied with the instruction since the last review, any written comments provided by the parent or visitor previously, the record of the Chair of Governors' previous review, and any further written comments received from the parent or visitor following the last review.

The Chair of Governors must consider whether, in view of the length of time that the parent or visitor has been prohibited from entering or being on the Academy's premises, and in light of the parent or visitor's conduct since their "implied permission" was withdrawn, and in consideration of any genuine assurances given in their written comments as their future conduct, it is now appropriate to revoke the decision to withdraw their "implied permission" to enter and be on the Academy's premises.

The Chair of Governors will, by the review date, write to the parent or visitor confirming whether the decision has been further confirmed (Appendix, Letter 4A) or revoked (Appendix, Letter 4B), stating their reasons.

Where the decision has been further confirmed, the letter will confirm the date of the next review, which will be for a period of between fifteen and thirty Academy days, or until the last day of the term or half term period, at the Chair of Governor's discretion, subject to a maximum period of thirty Academy days.

Where the decision has been further confirmed, the parent or visitor will be invited to provide further written comments at least five Academy days before the date of the next review. These comments should be restricted to the parent or visitor's conduct since the decision was last confirmed or any new consequences of the decision, and should not repeat comments provided previously which the Chair of Governors will already be in possession of.

The procedure under Stage 4 will be followed in relation to all further reviews.

Prohibiting third parties from entering and being on the Academy's premises

The procedure outlined above relates to parents and visitors who had a valid reason for entering and being on the Academy's premises. Sometimes, members of the public enter the Academy's premises when they have no good reason for doing so (for example, they do not have children registered as Pupils at the Academy, and they are not delivering items or making valid enquiries at the Academy's office).

Such people do not have "implied permission" to enter and be on the Academy's premises, and are therefore trespassing. This means that, if they are causing a nuisance or disturbance on the Academy's premises, they can be prosecuted under Section 547 of the Education Act 1996. In those circumstances, the Academy will inform the third party that they are trespassing and ask them to leave the Academy's premises and, in appropriate cases, call the police and support any prosecution for criminal offences which follows.

Although third parties do not have "implied permission" to enter and be on the Academy's premises, for the avoidance of doubt, where the address of the third party is known, the Headteacher will write to the third party (Appendix, Letter 5X) warning them of the consequences of reappearing on the Academy's premises.

Links to other policies

- Equality
- Healthy Schools
- Child Protection and Safeguarding
- Behaviour
- Anti-Bullying
- Home School Agreement
- Attendance
- SEN
- Teaching and Learning

APPENDIX

LETTER 1 - TEMPLATE LETTER TO PARENT – WARNING BEFORE IMPOSING BAN [On Academy Headed Notepaper]

BY RECORDED DELIVERY

[INSERT DATE]

[INSERT NAME]

[INSERT ADDRESS]

[INSERT POSTCODE]

Dear [Mr][Mrs] [INSERT SURNAME]

I have received a report about your unacceptable conduct on [INSERT DATE] at approximately [INSERT TIME] when I have been informed that you [INSERT SUMMARY OF INCIDENT, INCLUDING EFFECT UPON STAFF, PUPILS OR OTHER PARENTS].

I must inform you that [INSERT NAME OF ACADEMY] will not tolerate conduct of this nature on its premises and will act to defend its teachers, members of staff, Pupils and their parents, and other members of the Academy community.

I am therefore putting you on notice that, if I receive a further report of unacceptable conduct from you, I will have no option but to instigate the Academy's formal procedure to withdraw your permission to enter or be on the premises of [INSERT NAME OF ACADEMY].

A copy of the Academy's Policy for Dealing with Unacceptable Behaviour on Academy Premises is attached for your consideration.

I should warn you that, if your permission to enter or be on Academy premises is withdrawn, you can be removed from the premises by a police officer and you may be prosecuted under Section 547 of the Education Act 1996. If convicted under that section, you will be liable to a fine of up to £500.00 and have a criminal conviction recorded against you.

[If you have any concerns about the Academy which have led to your unacceptable conduct, you should raise these with the Academy in accordance with the Academy's Complaints Policy, a copy of which is attached for your consideration.]¹

I trust that we will now be able to put this matter firmly behind us.

Yours [faithfully][sincerely]

[INSERT NAME]

HEADTEACHER

Enc

¹This paragraph should be included where it is clear from the circumstances surrounding the incident that the parent or visitor has concerns which should be dealt with as a complaint under the Academy's Complaints Policy.

LETTER 2 - TEMPLATE LETTER TO PARENT - IMPOSING INTERIM BAN ON ENTERING ACADEMY PREMISES

[On Academy Headed Notepaper]

BY RECORDED DELIVERY

[INSERT DATE]

[INSERT NAME]

[INSERT ADDRESS]

[INSERT POSTCODE]

Dear [Mr][Mrs] [INSERT SURNAME]

[Further to my letter dated [INSERT DATE],] I have received a [further]² report about your unacceptable conduct on [INSERT DATE] at approximately [INSERT TIME] when it is alleged that you [INSERT SUMMARY OF INCIDENT, INCLUDING EFFECT UPON STAFF, PUPILS OR OTHER PARENTS].

I must inform you that [INSERT NAME OF ACADEMY] will not tolerate conduct of this nature on its premises and will act to defend its teachers, members of staff, Pupils and their parents, and other members of the Academy community. I am therefore instructing you that (for a temporary period) you are not to enter or be on the Academy's premises.

If you do not comply with this instruction, I shall arrange for a police officer to remove you from the premises and you may be prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.00 and a criminal conviction will be recorded against you.

The withdrawal of permission for you to enter or be on the Academy premises takes effect immediately. However, the Chair of Governors will need to decide whether my decision should be confirmed. Before the review of my decision takes place, you have the opportunity to provide in writing any comments or observations of your own in relation to the report of your conduct. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct.

To enable the Chair of Governors to review my decision at an early stage, you are asked to send any written comments you wish to make within five Academy days from the date of this letter, i.e. by [INSERT DATE]. The Chair of Governors will review my decision within ten Academy days of the date of this letter, whether or not any written comments are received from you.

If, after considering your written comments, the Chair of Governors takes the view that my decision should be confirmed, you will be provided with written details of when a further review of the decision will take place.

[A copy of the Academy's Policy for Dealing with Unacceptable Behaviour on Academy premises is attached for your consideration.]³

²This should be included where the parent or visitor received Letter 1 (warning letter) following an earlier incident.

³This paragraph should be removed where the parent or visitor received Letter 1 (warning letter) following an earlier incident.

[In the case of infant Academy children insert:

Until the review has taken place, arrangements have been made for your [son][daughter][children] to be collected and returned to you at the Academy gate by a member of the Academy's staff.]

[In the case of a primary/secondary Academy children insert:

Until the review has taken place, you may bring your [son][daughter][children] to Academy and collect [him][her][them] at the end of the Academy day, but you must not go beyond the Academy gate or cross the boundary of the Academy premises.]

[If you have any concerns about the Academy which have led to your unacceptable conduct, you should raise these with the Academy in accordance with the Academy's Complaints Policy, a copy of which is attached for your consideration.]⁴

Yours [faithfully][sincerely]

[INSERT NAME]

HEADTEACHER

⁴This paragraph should be removed where the parent or visitor received Letter 1 (warning letter) with a copy of the Academy's Complaints Policy.

LETTER 3A - TEMPLATE LETTER TO PARENT - CONFIRMING BAN ON ENTERING ACADEMY PREMISES
(AFTER INTERIM BAN)
[On Academy's Headed Notepaper]

BY RECORDED DELIVERY

[INSERT DATE]

[INSERT NAME]

[INSERT ADDRESS]

[INSERT POSTCODE]

Dear [Mr][Mrs] [INSERT SURNAME]

On [INSERT DATE], the Headteacher wrote to you informing you that [he][she] had withdrawn permission for you to enter and be on the premises of [INSERT NAME OF ACADEMY] following a report of your unacceptable conduct on [INSERT DATE].

[This followed an earlier incidence of unacceptable conduct on [INSERT DATE], following which the Headteacher wrote to you warning you that the Academy's formal procedure for withdrawing your permission to enter or be on the Academy's premises would be instigated if your unacceptable behaviour was repeated.]⁵

To enable me to determine whether to confirm the decision for a longer period, you were given the opportunity of providing your written comments in relation to the incident by [INSERT DATE].

[Insert Either:

As at the date of this letter, I have not received any written comments from you, and I have therefore reviewed the Headteacher's decision on consideration of the documentation I have been provided with by the Academy only.]

[Or:

I received your written comments on [INSERT DATE], the contents of which I have carefully considered, together with documentation I have been provided with by the Academy.]

I have determined that the decision to withdraw permission for you to come onto the Academy's premises should be confirmed.

I am therefore instructing that you are not to enter or be on the Academy's premises without the prior knowledge and permission of the Headteacher which will only be given for a good reason (for example, a parents' evening or a pre-arranged meeting).

If you do not comply with this instruction, the Academy will arrange for a police officer to remove you from the premises, and you may be prosecuted under Section 547 of the Education Act 1996. If convicted, you are liable to a fine of up to £500.00 and a criminal conviction will be recorded against you.

Notwithstanding this decision, the Headteacher, other members of staff and the Local Governing Body remain committed to the education of your [son][daughter][children], who must continue to attend Academy as normal under the arrangements set out in the letter dated [INSERT DATE].

⁵This text should be included where the parent or visitor received Letter 1 (warning letter) following an earlier incident.

I will take steps to review the continuance of this decision again on [INSERT DATE]. In deciding whether it is necessary to extend the withdrawal of permission to enter or be on the Academy's premises, I will take into account the extent of your compliance with my instruction, any appropriate and sincere expressions of regret and any assurances of future good conduct received from yourself, together with evidence of your co-operation with the Academy in other respects.

If you wish to provide additional written comments for me to consider when I carry out my further review, please send them to the Academy to arrive at least five working days before the date of my further review, i.e. by [INSERT DATE]. Any such additional comments should be restricted to your conduct since the decision was last confirmed or any new consequences of the decision, and should not repeat comments provided previously of which I am already in possession.

Yours [faithfully][sincerely]

[INSERT NAME]

CHAIR OF GOVERNORS

LETTER 3B - TEMPLATE LETTER TO PARENT - LIFTING BAN ON ENTERING ACADEMY PREMISES (AFTER INTERIM BAN)

[On Academy's Headed Notepaper]

BY RECORDED DELIVERY

[INSERT DATE]

[INSERT NAME]

[INSERT ADDRESS]

[INSERT POSTCODE]

Dear [Mr][Mrs] [INSERT SURNAME]

On [INSERT DATE], the Headteacher wrote to you informing you that [he][she] had withdrawn permission for you to enter and be on the premises of [INSERT NAME OF ACADEMY] following a report of your unacceptable conduct on [INSERT DATE]. [This followed an earlier incidence of unacceptable conduct on [INSERT DATE], following which the Headteacher wrote to you warning you that the Academy's formal procedure for withdrawing your permission to enter or be on the Academy's premises would be instigated if your unacceptable behaviour was repeated.]⁶

To enable me to determine whether to confirm this decision for a longer period, you were given the opportunity to provide your written comments in relation to this incident by [INSERT DATE].

[Insert Either:

As at the date of this letter, I have not received any written comments from you, and I have therefore reviewed the Headteacher's decision on consideration of the documentation I have been provided with by the Academy only.]

[Or:

I received your written comments on [INSERT DATE], the contents of which I have carefully considered, together with documentation I have been provided with by the Academy.]

I have decided that it is not necessary to confirm this decision on this occasion, and I am therefore restoring to you permission to enter and be on the Academy's premises, with immediate effect.

I do, however, remain concerned in relation to your conduct on [INSERT DATE], and I must warn you that, if there is any repetition of your behaviour, the Headteacher will not hesitate to withdraw permission for you to come on to the Academy's premises again.

I hope that we can now draw a line under this matter and look forward to an improved relationship between yourself and the Academy in the future.

Yours [faithfully][sincerely]

[INSERT NAME]

CHAIR OF GOVERNORS

⁶This text should be included where the parent or visitor received Letter 1 (warning letter) following an earlier incident.

**LETTER 4A - TEMPLATE LETTER TO PARENT - CONFIRMING BAN ON ENTERING ACADEMY PREMISES
(FOLLOWING FURTHER REVIEW)
[On Academy's Headed Notepaper]**

BY RECORDED DELIVERY

[INSERT DATE]

[INSERT NAME]

[INSERT ADDRESS]

[INSERT POSTCODE]

Dear [Mr][Mrs] [INSERT SURNAME]

I wrote to you on [INSERT DATE] confirming the decision to withdraw permission for you to enter and be on the premises of [INSERT NAME OF ACADEMY].

In that letter, I advised you that I would take steps to review the decision again on [INSERT DATE] and invited you to provide me with any additional written comments that you have by [INSERT DATE].

[Insert Either:

As at the date of this letter, I have not received any additional written comments from you, and I have therefore reviewed the decision on consideration of the documentation already in my possession, together with further documentation received from the Academy confirming your compliance with my instruction, only.]

[Or:

I received additional written comments from you on [INSERT DATE], the contents of which I have carefully considered, together with the documentation already in my possession and further documentation received from the Academy confirming your compliance with my instruction.] I have determined that it is not yet appropriate for me to revoke the decision to withdraw your permission to enter and be on the Academy's premises. This is because [INSERT REASONS].

I therefore confirm my instruction that you are not to enter or be on the Academy's premises without the prior knowledge and permission of the Headteacher which will only be given for a good reason (for example, a parents' evening or a pre-arranged meeting).

If you do not comply with this instruction, the Academy will arrange for a police officer to remove you from the premises and you may be prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.00 and a criminal conviction will be recorded against you.

Notwithstanding this decision, the Headteacher, other members of staff and the Local Governing Body remain committed to the education of your [son][daughter][children], who must continue to attend Academy as normal under the arrangements set out in the letter dated [INSERT DATE].

I will take steps to review the continuance of this decision again on [INSERT DATE]. In deciding whether it is necessary to extend the withdrawal of permission to come onto the Academy's premises, I will take into account the extent of your compliance with my instruction, any appropriate and sincere expressions of regret and any assurances of future good conduct received from yourself,

together with evidence of your co-operation with the Academy in other respects.

If you wish to provide additional written comments for me to consider when I carry out my further review, please send them to the Academy to arrive at least five working days before the date of my further review, i.e. by [INSERT DATE]. Any such additional comments should be restricted to your conduct since the decision was last confirmed or any new consequences of the decision, and should not repeat comments provided previously of which I am already in possession.

Yours [faithfully][sincerely]

[INSERT NAME]

CHAIR OF GOVERNORS

LETTER 4B - TEMPLATE LETTER TO PARENT - LIFTING BAN ON ENTERING ACADEMY PREMISES
(FOLLOWING REVIEW)
[On Academy's Headed Notepaper]

BY RECORDED DELIVERY

[INSERT DATE]

[INSERT NAME]

[INSERT ADDRESS]

[INSERT POSTCODE]

Dear [Mr][Mrs] [INSERT SURNAME]

I wrote to you on [INSERT DATE] confirming the decision to withdraw permission for you to enter and be on the premises of [INSERT NAME OF ACADEMY].

In that letter, I advised you that I would take steps to review the decision again on [INSERT DATE] and invited you to provide me with any additional written comments that you have by [INSERT DATE].

[Insert Either:

As at the date of this letter, I have not received any additional written comments from you, and I have therefore reviewed the decision on consideration of the documentation already in my possession, together with further documentation received from the Academy confirming your compliance with my instruction, only.]

[Or:

I received additional written comments from you on [INSERT DATE], the contents of which I have carefully considered, together with the documentation already in my possession and further documentation received from the Academy confirming your compliance with my instruction.] I have determined that it is now appropriate to revoke the decision to withdraw your permission to enter and be on the Academy's premises. I am therefore restoring to you permission to come on to the Academy's premises with immediate effect.

I do, however, remain concerned in relation to your conduct on [INSERT DATE], and I must warn you that, if there is any repetition of your behaviour, the Headteacher will not hesitate to withdraw permission for you to come on to the Academy's premises again.

I hope that we can now draw a line under this matter and look forward to an improved relationship between yourself and the Academy in the future.

Yours [faithfully][sincerely]

[INSERT NAME]

CHAIR OF GOVERNORS

LETTER 5X - TEMPLATE LETTER TO MEMBER OF PUBLIC - IMPOSING BAN ON ENTERING ACADEMY PREMISES

[On Academy's Headed Notepaper]

BY RECORDED DELIVERY

[INSERT DATE]

[INSERT NAME]

[INSERT ADDRESS]

[INSERT POSTCODE]

Dear [Mr][Mrs] [INSERT SURNAME]

I have received a report about your unacceptable conduct on [INSERT DATE] at approximately [INSERT TIME] when it is alleged that you entered the premises of [INSERT NAME OF ACADEMY] and [INSERT SUMMARY OF INCIDENT, INCLUDING EFFECT UPON STAFF, PUPILS, PARENTS OR OTHER VISITORS].

You have no lawful authority to enter or be on the Academy's premises, and I must inform you that the Academy will not tolerate conduct of this nature on its premises and will act to defend its staff, Pupils and their parents, and other members of the Academy community. I am therefore instructing you that you are not to enter or be on the Academy's premises in the future.

If you do not comply with this instruction, I shall arrange for a police officer to remove you from the Academy's premises and you may be prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.00 and a criminal conviction will be recorded against you.

Yours [faithfully][sincerely]

[INSERT NAME]

HEADTEACHER