

LLISWERRY HIGH SCHOOL



ACCEPTABLE PARENT/CARER CONDUCT POLICY

Owner:	Mrs L Evans
Updated:	06/09/23
Next Review Date:	29/01/2024
Updated by:	Mr N Davies
Governor Approval Date:	08/09/2023

LLISWERRY HIGH SCHOOL

ACCEPTABLE PARENT/CARER CONDUCT POLICY

Statement of Principles:

This policy refers to Parent throughout. For the purposes of this document, Parent includes anyone with parental responsibility of a child at Lliswerry High School (“the School”) whether that is any adult, mother, father as well as any visitor attending to support another.

We value the positive relationships forged with parents to the school. We encourage engagement and collaboration with parents and the community and believe that learners benefit when the relationship between home and school is a positive one. We also strive to make our school a place where as adults we model for learners the behaviour we teach and expect. We place a high importance on good manners, positive communication and mutual respect.

Parents, carers and visitors to Lliswerry High School are often keen to work with us and are supportive of the school. However, on very rare occasions the behaviour of a small number of parents falls short of what we expect. This sometimes manifests itself in aggression or abuse towards members of the school community. This can be in written communication (including emails and/or social media), on the telephone or in face-to-face incidents.

In these situations, we expect members of staff to behave professionally, attempting to defuse the situation where possible and seeking the involvement of other colleagues when it is appropriate to do so.

Members of staff who face these situations have permission to end any conversation (face to face or on the telephone). They should then refer the incident to a senior manager who will take appropriate action or invoke the provisions of this policy.

The overriding principle is that all members of the School and community have the right to work or be in school without fear of aggression or abuse and the Governing Body has an obligation and duty to protect staff and learners from such aggression.

The progress and well-being of the parent’s child(ren) will be fully considered. Actions taken against the parent will be reasonable and proportionate. The parent will have the opportunity to put their views forward at every stage. In the case of the imposition of conditions or a ban from school premises, robust review processes involving the Chair of Governors and then the Governing Body are in place to ensure fairness.

Definition of Unacceptable Behaviour

We consider that aggressive, abusive or insulting behaviour or language from a parent presents a risk to staff or learners. Unacceptable behaviour is such that it makes a member of staff or learner feel threatened. This can be through face-to-face contact, on the telephone or in written communication (including emails and/or social media). The following is not an exhaustive list but seeks to provide illustrations of such behaviour:

- any kind of insult as an attempt to demean, embarrass or undermine
- any kind of threat
- raising of voice so as to be intimidating
- physical intimidation, e.g. by standing very close to him/her or the use of aggressive hand gestures
- use of foul or abusive language
- any kind of physical abuse
- allegations which turn out to be vexatious or malicious

LLISWERRY HIGH SCHOOL

ACCEPTABLE PARENT/CARER CONDUCT POLICY

The school's approach to dealing with incidents

If a parent/carer/visitor behaves in an unacceptable way towards a member of the school community, the Headteacher or appropriate senior staff will assess the level of risk before deciding on a future course of action. The course of action will be reasonable and commensurate with the assessed level of risk. Any incident of verbal or physical abuse towards school staff will be reported to the police.

Risk Assessment

The Headteacher will assess the risk in order to help make a decision about the level of response. In all cases the response will be reasonable and proportionate. The Headteacher will consider the following questions:

- What form did the abuse take?
- What evidence is there or is it admitted?
- What do witnesses say happened?
- Are there previous incidents to take into consideration?
- Do members of staff/learners feel intimidated by the behaviour?
- How high is the assessed risk that this will be repeated or there will be retaliation at the school's action? (low, medium, high).

Recording of Incidents

Staff/learners subject to abuse and witnesses will make written statements about incident(s) which will be kept in a file with subsequent letters. This file will be kept by the Headteacher's PA.

The School's Response

Following the completion of the risk assessment, the Headteacher will decide the level of action to be taken. Actions will include the following:

1. Clarify to the parent what is considered acceptable behaviour by the school

In some instances, it may be appropriate simply to ensure the parent is clear about behaviour standards expected by the school. This could be explained by a letter from the Headteacher. This letter may contain a warning about further action if there are further incidents. Depending on the parent's response a meeting may then be held to discuss the situation and how this can be avoided in future.

2. Invite the parent to a formal meeting to discuss events

This could be helpful to discuss and defuse the situation. The safety and well-being of those attending such a meeting must be carefully considered. Members of school staff will always be accompanied by at least one other colleague at any such meeting. Consideration should be given to the seating arrangements, and care taken to ensure exits cannot be blocked by a parent who could potentially become aggressive.

The main points of discussion and any agreed actions should be noted, and a follow-up letter or email sent to confirm the school's expectations and any agreed actions.

LLISWERRY HIGH SCHOOL

ACCEPTABLE PARENT/CARER CONDUCT POLICY

3. Impose conditions on the parent's contact with the school and its staff

Although fulfilling a public function, schools are private places. The public has no automatic right of entry. Parents of enrolled learners have an 'implied licence' to come onto school premises at certain stated times. It is for schools to define and set out the extent of such access. Parents exceeding this would be trespassing. Depending of the type, level or frequency of the unacceptable behaviour, the school may consider imposing conditions on the parent's contact with the school.

These conditions may include (but are not exclusively):

- being accompanied to any meeting with a member of school staff by a member of SLT
- restricting contact by telephone to named members of the senior leadership team
- restricting written communications to named members of the senior leadership team
- restricting attendance at school events to those where the parent will be accompanied by a member of the senior leadership of the school
- restricting communication from the parent (e.g. blocking emails to certain addresses);
- restricting access to the school site by parents
- any other restriction as deemed reasonable and proportionate by the Headteacher.

In this case the Parent will be informed by letter from the Headteacher the details of the conditions that are being imposed. The Parent would then be given 10 working days from the date of that letter to make representations in writing about the conditions to the Chair of Governors. The Chair of Governors will decide whether to confirm or remove the conditions. This will be communicated to the Parent in writing within 10 working days of the date of the parent's letter.

If the decision is to confirm the conditions imposed, this decision will be reviewed by the Governing Body after approximately six months (and every six months after that, if appropriate). The parent will be invited to make written representation to the Governors. This and the evidence from the Headteacher will be considered at a meeting of the full Board of Governors. Governors may decide to maintain, extend or remove the conditions. The decision of the review will be communicated to the parent by the clerk to the Governors within 10 days of the date of the meeting.

When deciding whether it will be necessary to maintain, extend or remove the conditions, Governors will give consideration to the extent of the Parent's compliance with the conditions, any appropriate expressions of regret and assurance of future good conduct received from him/her and any evidence of the Parent's co-operation with the school in other respects.

4. Imposing a ban

Where other procedures have been exhausted and abuse, aggression or intimidation continues or where there is an extreme single act of verbal/physical abuse then the school may consider banning the individual from school premises. This could include banning a Parent from accessing school staff by written communication or telephone (other than in the event of an emergency). The decision regarding whether parental conduct constitutes an 'extreme single act of verbal/physical abuse' will be at the discretion of the Headteacher.

In these circumstances, the Parent will be advised in writing by the Headteacher that a provisional ban is being imposed. The parent will have 10 working days from the date of that letter to make representations of the ban in writing to the Chair of Governors.

LLISWERRY HIGH SCHOOL

ACCEPTABLE PARENT/CARER CONDUCT POLICY

The Chair of Governors will decide whether to confirm or remove the ban. This will be communicated to the Parent in writing within 10 working days of the receipt of their letter. If the Chair's decision is to confirm the ban, the Parent will be offered an annual meeting about their child's progress, usually with a member of senior staff.

A decision to impose a ban will be reviewed by the Governing Body after approximately six months (and every six months after that, if appropriate). The Parent will be invited to make written representation to the Governors; this and the evidence from the Headteacher will be considered at a meeting of the full Board of Governors. Governors may decide to remove the ban, extend the ban or impose conditions on Parent's access to the school. The decision of the review will be communicated to the Parent by the clerk to the Governors within 10 days of the date of the meeting.

In deciding whether to remove or extend the ban or impose conditions, Governors will give consideration to the extent of the parent's compliance with the ban, any appropriate expressions of regret and assurance of future good conduct received from him/her and any evidence of the Parent's co-operation with the school in other respects.

5. Removal from school

Parents who have been banned from the school premises and continue to cause a nuisance will be deemed to have committed an offence under section 547 of the 1996 Education Act. This makes it a criminal offence for a person who is on school premises without legal permission to cause or permit a nuisance or disturbance. They will be considered as trespassers. In these circumstances the matter will be reported to the police for them to take action.

6. Complaints policy

Any complaint that arises from incidents of abusive behaviour will be dealt with under the complaints policy.

LLISWERRY HIGH SCHOOL

ACCEPTABLE PARENT/CARER CONDUCT POLICY

Appendices

Warning

Model letter 1: This is an initial letter from the Headteacher to ensure the parent is clear about behaviour standards expected by the school. This letter contains a warning about further action if there are other incidents.

Imposing conditions on the parent's attendance at school events

Model letter 2: This is a letter from the Headteacher informing parents of the school's decision to impose conditions on the parent's attendance at school events, pending review by the Chair of Governors.

Model letter 3: Letter from the Chair of Governors informing parent of the decision to confirm or remove the conditions.

Imposing a ban

Model letter 4: Letter from Headteacher informing parents of the school's intention to impose a ban on their attendance at school premises, pending review by the Chair of Governors.

Model letter 5: Letter from the Chair of Governors informing parent of the decision to confirm or remove ban.

Reviewing the decision to impose conditions or impose a ban

Model Letter 6: Letter from clerk to Governors requesting statement from parents to Governing Body for review of decision.

Model letter 7: Letter from clerk to the Governors to confirm the outcome of further reviews of decisions where the imposition of conditions/ban has been extended or removed.

LLISWERRY HIGH SCHOOL

ACCEPTABLE PARENT/CARER CONDUCT POLICY

Model Letter 1 Warning (sent by Headteacher)

Recorded delivery and/or email

Dear

Llisbury High School have a duty to provide a safe and healthy environment for both its learners and those members of staff employed on the site.

Your behaviourGIVE DATES & DETAILS:

This has compromised the responsibility of the Governing Body and is contrary to our aim to provide an environment in which the learners and staff can work productively together whilst feeling safe not threatened.

The purpose of this letter is to formally outline the consequence of the continuation of such behaviour. I must inform you that should a further incident of a similar nature occur in the future, this could result in the school imposing conditions on your contact with school.

This is not something that the school wants to do as we value working with parents/carers.

I ask for your support to ensure that your future conduct when dealing with the school is respectful and polite. We want to continue our work to ensure that your son/daughter flourishes, makes progress and that is able to operate in line with the systems and policies of the school.

You may wish to make representations on the incident, in which case I refer you to the Schools' Complaints Procedure on our website, which sets out the process which you should follow in making any response.

I am sorry that the school has had to take this step as we value contact with you, and other parents and know that this plays an important part in the educational progress of a child. The school has always maintained that a child's education should be a partnership between the school and parents/carers and works hard to ensure that information is shared in a timely and effective manner.

I would hope we can consider this matter closed and work positively together in the future to support your son in his education.

Yours sincerely

Head Teacher

LLISWERRY HIGH SCHOOL

ACCEPTABLE PARENT/CARER CONDUCT POLICY

Model Letter: 2 Imposing conditions on the parent's attendance at school events, pending review (sent by Headteacher)

Recorded delivery and/or email

Dear

I have received a report from the (name of staff) about your conduct on
at (add summary of incident and its effect on staff and pupils)

(You will recollect that I have already written to you about a previous incident on (date) informing you of the consequence of any further insulting or aggressive behaviour on your part).

I must inform you that the Governors, in line with our policy, will not tolerate conduct of this nature and will act to defend school staff and learners.

I am therefore writing to inform you that I am imposing conditions on the contact you may have with school. These are as follows: (delete as appropriate)

- You must be accompanied to any meeting with a member of school staff.
- You may not contact by telephone or in writing any member of staff.
- You may not attend any events for parents except those where you will be accompanied by a member of the senior leadership of the school.
- Other conditions as are reasonable and proportionate. The restrictions above are provisional until they have been reviewed by the Chair of Governors. Please consider them to be in force until you receive her confirmation.

The Chair of Governors, will need to decide whether it is appropriate to confirm or overturn this decision. You may, if you wish, send in writing any comments or observations of your own within 10 working days of the date of this letter. These comments may be to challenge or explain the facts of the incident, to express regret and give assurances about your future good conduct. The Chair of Governors will then write to you with the outcome of her decision.

If on receipt of your comments, the Chair of Governors considers that my decision should be confirmed, you will be supplied with details of how the conditions will be reviewed by the Board of Governors. Yours sincerely Headteacher cc: Chair of Governors.

Yours sincerely

Headteacher

Cc: Chair of Governors

LLISWERRY HIGH SCHOOL

ACCEPTABLE PARENT/CARER CONDUCT POLICY

Model Letter 3: Letter to confirm or overturn Headteacher's decision to impose conditions (sent by Chair of Governors)

Recorded delivery and/or email

Dear

The Head Teacher wrote to you on (date) to detail concerns about an incident when your behaviour towards (name) fell short of what we would expect as a school. You will be aware that she has written to you previously about your behaviour towards staff.

I have not received a written response from you/I have received a letter from you dated, the contents of which I have considered carefully.

In the circumstances, and after further consideration of the Headteacher's report and your letter, I have determined that the decision to impose conditions on your contact with school should be confirmed. The conditions are as follows:

- (Copy conditions from HT's letter)

This decision will be reviewed by the Governing Body in approximately six months' time. The Clerk to the Governors will write to you in advance of the meeting to ask you to provide a written statement for their consideration. When deciding whether it will be necessary to extend the application of conditions to attend school premises, consideration will be given to the extent of your compliance with the decision, any appropriate expressions of regret and assurance of future good conduct received from you; and any evidence of your co-operation with the school in other respects.

OR

In the circumstances, and after further consideration of the Headteacher's report and your letter, I have determined that the decision to impose conditions on you should be overturned. You may hence attend school events as normal. However, should there be a repeat of inappropriate behaviour towards staff all of the above sanctions may be applied.

Yours sincerely

Chair of Governors

cc: Headteacher

LLISWERRY HIGH SCHOOL

ACCEPTABLE PARENT/CARER CONDUCT POLICY

Model Letter 4: Imposition of a ban on contacting or attending the school, pending review (sent by Headteacher)

Recorded delivery and / or email

Dear

I have received a report from the (name of staff) about your conduct on
at (add summary of incident and its effect on staff and pupils).

(You will recollect that I have already written to you about a previous incident on (date) warning you of the consequence of any further insulting or aggressive behaviour on your part.) *This sentence may be omitted in the event of an 'extreme single act of verbal or physical abuse', where a parent may not have received a previous letter.*

I must inform you that the Governors, in line with our policy, will not tolerate conduct of this nature and will act to defend school staff and pupils.

I am therefore writing to inform you that I am recommending imposing a ban on you attending or contacting the school. This means you may not attend school for any reason whatsoever. You must not make contact with any member of staff by telephone or e-mail. Example condition:

You do, however, have the right to attend one meeting per year to discuss your child's progress. This meeting will be with me. I will contact you to arrange this at the time of the next Parents' Evening.

The restrictions above are provisional until they have been reviewed by the Chair of Governors. Please consider them to be in force until you receive her confirmation.

The Chair of Governors will need to decide whether it is appropriate to confirm or overturn this decision. Please send in writing, any comments or observations of your own within 10 working days of the date of this letter. These comments may be to challenge or explain the facts of the incident, to express regret and give assurances about your future good conduct.

If on receipt of your comments, the Chair of Governors considers that my decision should be confirmed, you will be supplied with details of how this ban will be reviewed by the Board of Governors.

Yours sincerely

Headteacher

cc: Chair of Governors

LLISWERRY HIGH SCHOOL

ACCEPTABLE PARENT/CARER CONDUCT POLICY

Model Letter 5: Letter to confirm or overturn Headteacher's decision to impose a ban (sent by Chair of Governors)

Recorded delivery and/or email

Dear

The Head teacher wrote to you on (date) to detail concerns about an incident when your behaviour towards (name) fell far short of what we would expect as a school. You will be aware that she has written to you previously about your behaviour towards staff. I have not received a written response from you/I have received a letter from you dated, the contents of which I have considered carefully.

In the circumstances, and after further consideration of the Headteacher's report and your letter, I have determined that the decision to impose a ban on you should be confirmed. This means you may not attend school for any reason whatsoever. You must not make contact with any member of staff by telephone or e-mail. You do however, have the right to attend one meeting per year to discuss your child's progress. This meeting will be with the Head Teacher or a member of the senior team.

This decision will be reviewed in six months' time by the Board of Governors. The Clerk to the Governors will write to you in advance of the meeting of the Governing Body to ask you to provide a written statement for their consideration. When deciding whether it will be necessary to extend the application of conditions to attend school premises, consideration will be given to the extent of your compliance with the decision, any appropriate expressions of regret and assurance of future good conduct received from you and any evidence of your co-operation with the school in other respects.

OR

In the circumstances, and after further consideration of the Headteacher's report and your letter, I have determined that the decision to impose a ban should be overturned. You may hence attend school events as normal. However, should there be a repeat of inappropriate behaviour towards staff all of the above sanctions may be applied.

Yours sincerely

Chair of Governors

cc: Headteacher

LLISWERRY HIGH SCHOOL

ACCEPTABLE PARENT/CARER CONDUCT POLICY

Model Letter 6: Letter from clerk to the Governors requesting parents' statement for review by Governing Body (sent by clerk to Governors)

Recorded delivery and/or email

Dear

The Head teacher wrote to you on (date) to detail concerns about your behaviour towards school staff/learners fell short of what we would expect as a school. As a result of this incident, conditions were imposed on you/a ban was imposed.

This decision will be reviewed by the Governing Body at their next meeting on (date). I am writing to ask whether you would like to make a written statement to Governors for their consideration in making the decision whether to remove the restriction or extend it.

If you should wish to make a written statement, please can you e-mail it to me at (address) by (date – parents should be given 10 days to respond).

Yours sincerely

Clerk to Governors

cc: Headteacher

cc: Chair of Governors

LLISWERRY HIGH SCHOOL

ACCEPTABLE PARENT/CARER CONDUCT POLICY

Model Letter 7: Letter detailing outcome of Governing Body review (sent by Clerk to Governors)

Recorded delivery and/or email

Dear I wrote to you on (date) to request a statement to enable Governors to review the school's decision to impose conditions/ban you from attending school premises.

I have not received a written response from you/I have received a letter from you dated, the contents of which were considered carefully by the Governors at their meeting on (date).

In the circumstances, and after further consideration of the Headteacher's report (and your letter), Governors have determined that the decision to impose conditions/ban you from attending or contacting school attend should be confirmed. The conditions of your attendance on site are as follows:

- You must be accompanied to any meeting with a member of school staff.
- You may not contact by telephone or in writing any member of staff.
- You may not attend any events for parents except those where you will be accompanied by a member of the senior leadership of the school.
- Any other condition imposed.

OR

- You must not attend any event in school except for an annual meeting about your child's progress. This meeting will be conducted by the Headteacher.
- You may not contact by telephone or in writing any member of staff.

This decision will be reviewed again in six months' time. When deciding whether it will be necessary to extend the application of conditions to attend school premises, consideration will be given to the extent of your compliance with the decision, any appropriate expressions of regret and assurance of future good conduct received from you; and any evidence of your co-operation with the school in other respects.

OR

In the circumstances, and after further consideration of the Headteacher's report and your letter, Governors have determined that you should once again be allowed to attend parents' events as usual. All conditions have been removed. However, should there be a repeat of inappropriate behaviour towards staff this decision may be revoked.

Yours sincerely

Clerk to Governors

cc: Headteacher

cc: Chair of Governors