

ELMLEA INFANTS' SCHOOL

UNACCEPTABLE BEHAVIOUR BY ADULTS POLICY

Rationale:

At Elmlea Infants' School we recognise the problem of unacceptable behaviour. This may take the form of inappropriate use of language, violence, aggression, harassment or nuisance to adults and children, or trespassing on the school site.

Purposes:

The aim is to provide a healthy and safe environment for all children, employees, parents, contractors and visitors.

Definitions:

- Violence aggression - any incident in which a site user is verbally, physically or non-physically abused, threatened or assaulted, eg.
 - unwanted physical contact
 - verbal aggression
 - shouting and swearing
 - displaying threatening weapons
 - threats of violence
 - interference with a person's belongings, eg. pulling items of clothing, damaging staff car in car park
 - bullying and intimidation

- Harassment - threatening, abusive, insulting, disorderly behaviour or writing which causes a victim alarm or distress, eg.
 - bullying and intimidation
 - sexual harassment, eg. smutty talk or jokes, exposure, touching, groping
 - racial harassment, eg. racist language, taunts, etc
 - nuisance telephone calls
 - persistent complaint when all reasonable remedies have been implemented

- Nuisance - an illegal act which causes obstruction, inconvenience or damage to other users in the exercise of their common rights.
- Trespass - the intentional invasion of the school site without permission (the school is not a public place)
- Unacceptable language and verbal abuse (ie. Swearing directed at an individual that can be threatening or abusive)

Guidelines:

- Staff have a duty of care to maintain good order and to safeguard staff, pupils and others' health and safety.
- In an emergency or self defence everyone has a right to defend themselves against attack, provided they do not use a disproportionate degree of force.
- Employees must avoid putting themselves, colleagues or school in danger.
- Physical force is not used by staff to remove a person from the site.

Procedures:

There are procedures to follow in the event of unacceptable (see Appendix)

APPENDIX A

Procedures to Follow in the Event of Unacceptable Behaviour by Adult

1. In an emergency call 999
(ie. Life threatened, people injured, offenders nearby, immediate action needed to secure evidence of crime).

2. In a situation which causes concern, but not an emergency as listed above, phone:
BCC Security Services (9031550 / 9031552)
OR
Police non emergency (01275 818181)

3. General enquiries on personal and property safety issues, call:
North: 9454541

Given appropriate notice of the probability of a breach of the peace, the police are prepared to assist and if necessary intervene.

Assistance can also be provided by council officers.

APPENDIX B

WARNING LETTER

SCHOOL HEADED PAPER

Date.....

Dear.....

Re: Incident at Elmlea Infants' School on (date)

(Give date and details of incident - be as detailed as possible)

Such behaviour is completely unacceptable and poses a serious threat to the proper running of Elmlea Infants' School, which as a (parent/carer/relative) you ought to support.

In light of this behaviour, the school is entitled to consider banning you from entry on any part of the premises, without making a prior appointment with the Head Teacher or Chair of Governors.

If there is a recurrence of such behaviour on your part, Elmlea Infants' School is minded to impose such a ban. You would have the right to make representations as to why you should not be banned from the premises. You may therefore wish to take legal advice with regard to your rights in this matter.

You should further understand that under section 547 of the Education Act 1996 it is a criminal offence to cause or permit nuisance or disturbance to the annoyance of persons who lawfully use the school premises and that proceedings will be taken against you should you cause or permit such nuisance or disturbance.

Yours sincerely

Inge Fey
Head Teacher

SCHOOL HEADED PAPER

Date.....

Dear.....

Re: Incident at Elmlea Infants' School on (date)

(Give details of incident, the effect on staff, pupils, parent - be as detailed a possible).

I must inform you that Elmlea Infants' School will not tolerate conduct of this nature on its premises and will act to defend its staff and pupils. You are therefore instructed not to reappear on the premises of Elmlea Infants' School; this includes the playgrounds.

If you do not comply with this instruction, arrangements will be made for you to be removed from the premises and prosecuted under Section 5476 of the education Act 1996. If convicted you are liable to a fine of up to £500.

If you wish to appeal this ban you can do so within 10 working days by writing to:

Chair of Governors
Elmlea Infants' School,
Elmlea Avenue,
Westbury-on-Trym,
Bristol, BS93UU