

# York High School

Resilience ~ Aspiration ~ Success

## Parent & Visitor Behaviour Policy

Adopted by Governors: March 2022

Review timetable: 3 years



### Abusive or Threatening Behaviour

All members of the school community have a right to expect that their school is a safe place in which to work and learn.

- Violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated. There should be zero tolerance of such behaviour within the school.
- Where such behaviour does occur, action will be taken to deal with the person or persons concerned.

### ***Action to be taken if an incident occurs***

- Incident report  
If an incident involving violence, threatening behaviour or abuse does occur then an incident report form (Appendix 1) will be completed by the member of the school community against whom the abuse was directed. In the case of this being a pupil a member of staff may complete the form on their behalf. The pupil should read what has been written agree the contents and sign it.
- Step 1: Verbal warning  
The Head Teacher or his designated representative will speak to the person or persons perpetrating such an incident privately. It will be put to the person that such behaviour is unacceptable and an assurance will be sought that such an incident will not be repeated. It will be stressed on this occasion that repetition of such an incident will result in further more serious action being taken.
- Step 2: Written warning  
If a second incident occurs involving the same person or persons, the Head Teacher will write to the adult(s) informing them once again that this conduct is unacceptable.
- Step 3: Final written warning  
If a third incident occurs involving the same person or persons, the Chair of Governors will write to the adult(s) giving a final warning that this abusive and threatening behaviour is unacceptable, and that a repetition of this conduct will leave the governors no option but to involve the South Bank Multi Academy Trust(SBMAT) and / or the police. The process may be accelerated according to the level of behaviour.

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- Step 4: South Bank Multi Academy Trust ban letter  
If such an incident recurs, or if an initial incident is considered serious enough by the Head of School, the SBMAT would be involved to enforce any action deemed necessary. This may result in a person or persons being excluded from school premises. The SBMAT may consider taking legal action to enforce a ban. Therefore an assurance will need to be sought from members of the school community who witnessed the offence that they will be prepared to give evidence in court should the need arise.
- Step 5: involvement of the SBMAT and police  
If following a decision to ban a person from the school premises, that person nevertheless persists in entering school premises and causes a nuisance or disturbance, such a person may be removed from the school premises as a trespasser and prosecuted under Section 547 of the Education Act 1996. They may also be charged with an offence under the Public Order Act 1986 or other such legislation.
- All parents, even if excluded from school premises following action by the SBMAT, have a right to be informed about their child's educational progress. This could be achieved through a meeting with the other parent or through a written report.

**PLEASE NOTE: Information regarding incidents which occur on the premises of any school within the SBMAT may be shared with other schools within the SBMAT if appropriate.**

Police involvement would make reference to the Public Order Act 1986

(Criminal conduct / police remit)

Section 5 "Disorderly conduct" (paraphrased)

Verbal abuse, threatening abusive or insulting words or behaviour or any disorderly behaviour whereby a person is caused alarm, harassment or distress

Section 4 "Threatening behaviour"

A person fears that violence or threat of violence is likely to be provoked

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### 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:
Role / Position (if member of staff):

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### 4. Identity of trespasser / assailant / verbal abuser (if known).

Name:

Please specify relationship to premises (i.e. Member of public, parent, relative of pupil, relationship unknown, etc):

### 5. Witness(es) if any

Name:

Address:

***Other important information:***

### 6. Details of incident (please attach witness statement)

Details:

Location of incident:

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### 7. Further Information (see policy):

Recorded outcome of specific incident:

Has abuser been involved in any previous incidents?

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

Form completed by :

Signed:

Date:

**RETURN THE COMPLETED FORM TO THE HEAD  
of SCHOOL OF THE SITE WHERE THE INCIDENT  
OCCURRED AS SOON AS YOU ARE ABLE. THIS  
WILL ENSURE APPROPRIATE ACTION IS TAKEN  
IN LINE WITH THE POLICY.**