



PROTECTION OF STAFF, VISITORS AND PUPILS FOR LEIGHTON ACADEMY

Policy lead:	Mrs S Thompson
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Approval needed by:	LGB

Leighton Academy is part of The Learning Partnership.



Protecting Pupils, Staff & Visitors

The governing body has a responsibility under the Health and Safety at Work Act 1974 (and associated regulations) to ensure:-

- the health and safety at work of employees, pupils and visitors;
- that all incidents related to health and safety are recorded and logged;
- a system exists for recording and notifying injuries.

RIGHT OF ACCESS

Parents and visitors do not have an automatic right of access to the academy building or grounds.

The governing body, however, welcomes the partnership between parents and the academy. Regular and reasonable access to teachers is important but this must be balanced against the need to generally protect everyone in the academy, particularly the children.

All parents and visitors must report to the academy office when collecting children except at the beginning and end of the academy day. Parental access is limited to the foyer of the academy. There are exceptions such as sports days or parents' evenings. The governing body expects and requires its members of staff to behave professionally in any difficult situation and attempt to defuse the situation where possible, seeking the involvement of other colleagues if required.

The vast majority of parents and carers and others visiting our academy are keen to work with us and are supportive of the academy and its work. However, on the rare occasion when a negative attitude towards the academy is expressed, this can result in aggression, verbal and or physical abuse towards members of staff or the wider academy community. The following will not be tolerated:

- Shouting at members of staff either in person or over the telephone
- Physically intimidating a member of staff including standing very close to him/her
- The use of aggressive hand gestures
- Threatening behaviour
- Shaking or holding a fist towards another person
- Swearing
- Pushing
- Hitting, slapping, punching, kicking
- Spitting
- Breaching the academy's security procedures

This IS NOT an exhaustive list but it provides an illustration of unacceptable behaviour.

Please note that Leighton Academy is also a NO dogs school.

No dogs (other than dogs for the disabled) are allowed at any time within the buildings or on school site without prior arrangement.

Parents, pupils, visitors and staff must not bring dogs onto the school site at any time or tie them up outside any of the school gates or perimeter fencing unattended. This is so that children are not forced to come into contact with them.

BEHAVIOUR

The governing body is aware that problems between children in the academy can sometimes carry on after the day ends. Similarly, arguments or disputes originating from outside of the academy can cause difficulties in the academy day.

Parents are asked to bring such cases to the attention of the principal. PARENTS MUST NOT TAKE MATTERS INTO THEIR OWN HANDS BY DIRECT ACTION IN OR AROUND THE ACADEMY BUILDING/GROUNDS.

PROTECTING PUPILS, STAFF, PARENTS AND VISITORS USING THE LAW

1. All serious cases of assault will result in police involvement
2. Trespassers will be dealt with under section 547 of the Education Act 1996
“..... any person present without lawful authority on school premises, and who causes or permits nuisance or disturbance of such premises, commits an offence.”
3. Incidents which are below the level of physical assault but which use intentional or unintentional harm or distress will be dealt with under Sections 4 and 5 of the Public Order Act 1986.
4. Harassment of the pupils, parents, visitors or teachers will be dealt with under the Protection from Harassment Act 1997(under review)

We are sure that parents will deal with difficult matters through the principal and/or chairman of governors. This will avoid the need to refer to the law when situations become out of control.

All such incidents will be logged by the principal.

If a parent/carer behaves in an unacceptable way towards a member of staff or member of the academy community, the principal will attempt to mediate and resolve the situation. The academy's procedure for dealing with complaints will offer guidance in such cases. This is available from the office or the website. Where all procedures have been exhausted and aggression or intimidation continue, or where there is an extreme act of violence, a parent/carer may be banned by the principal from the premises for a period of time – subject to review. Under such circumstances, arrangements will be made to collect the child from the gate by members of staff following a risk assessment.

In imposing a ban – the following steps will be taken:

1. An incident will be logged on the academy's reporting system
2. The parent/care will be informed in writing that he/she is banned from the premises – including the grounds subject to review, and what will happen if the ban is breached e.g. that police involvement or an injunction application may follow
3. Where an assault has led to a ban, a statement indicating that the matter has been reported to the police will be included
4. The academy trust will be informed

5. Where appropriate arrangements for pupils being delivered to, and collected from the academy gate will be clarified.

PROCEDURE

- Attempts at mediation through the principal and /or chair of governors
- Use of the procedure for dealing with complaints if the above fails
- More serious incidents will be logged
- Very serious incidents will be reported to the appropriate authorities including the police if necessary
- Possible warning letter about future behaviour using the possibility of removal under Section 547 of the Education Act 1996 – comments and response solicited within 10 working days from the date on the letter
- Possible letter banning the parent/carer/visitor from the governing body with arrangements for picking up the child/children from the school gate – response invited within ten working days
- Review process in which a ban can be extended or restoration of the right to return to the academy site – governing body (this allows for a period of review)

RELEVANT LEGISLATION

The policy and procedures offer an opportunity for review and reflection in most cases involving a possible dispute but, in certain cases, reference to the following is an option:

Criminal Damage Act 1971

Common Assault Section 39 of the Criminal Justice Act 1988

Assault Occasioning Actual Bodily Harm Section 47 Offences Against the Persons Act 1861

Offences under the Public Order Act 1986 – this operates at various levels

Criminal Justice Act 1988