Kathryn Thornburn and Michelle Ashley

Kathryn.thornburn@dowson.tameside.sch.uk

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ACCEPTABLE ADULT BEHAVIOUR POLICY

November 2018

Review Cycle: 5 Years

Date Agreed by Local Governing Body:   
  
Signed Principal:  
  
Signed Chair of Governing Body:

**ACCEPTABLE ADULT BEHAVIOUR POLICY**

**Introduction**

The Governing Board of Dowson Primary Academy actively encourages close working links with parents and the local community. We believe strongly that pupils benefit greatly when the relationship between home and the school is a positive, co-operative and respectful one.

In keeping with this belief, school, pupils and parents all sign a Home-School PACT each year to agree to behave in a way that upholds schools values. Upon their entry to school, visitors read and sign an agreement which summarises the expectations of this policy, including the values we hold.

The vast majority of parents, carers and others who visit school, are keen to collaborate with us and are supportive of the work that directly benefits our pupils. They ensure our school is a pleasant environment before, during and after school.

Occasionally, it is necessary for parents and the academy to deal with problems relating to a particular child, incident or safeguarding matter. It is important that discussions between parents and staff are conducted in a calm and respectful manner.

Parents should also be aware of the negative impact on their child’s motivation towards their education that may result when school is belittled or devalued at home.

**Upholding the Policy**

On very rare occasions, physical or verbal aggression has been directed towards members of staff, other parents or members of the wider community.

The Governing Board expects and requires staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the support of colleagues where appropriate. However, all staff have the right to work without fear of violence, intimidation or abuse, and it is expected that this principle is respected at all times.

Violence, threatening behaviour, verbal abuse, defamation or harassment of any kind against any member of the school community, including staff, parents and pupils, will not be tolerated. All members of Dowson Primary Academy school community have a right to expect that school is a safe place to work and learn.

We expect staff, parents and visitors to behave in a reasonable way towards each other. This policy outlines the steps that will be taken where behaviour is unacceptable.

Unacceptable behaviour includes but is not limited to:

* Verbal intimidation, for example shouting or swearing, either in person or on the telephone
* Constant emails and/or phone calls which amount to harassment or intimidation
* Emailing staff and expecting responses within an unreasonable timeframe. Due to the nature of working in a school staff are not constantly accessing emails. Staff will respond to emails within two working days providing they are working in school. Staff are not expected to respond in the evenings, weekends or holidays, or on other days that they are not in school
* Inappropriate written, electronic or online activity, including publishing abusive or inappropriate content with regards to the school, staff, pupils or other parents on social networking sites, on the internet or via any form of communication
* Any form of physical contact
* Physical intimidation, for example standing within someone’s personal space
* The use of rude or aggressive gestures
* Spitting
* Racist, homophobic or sexist comments
* Breaching school security procedures/entering school without permission
* Approaching staff at home or out of school
* Refusal to follow a safeguarding request from a member of staff, this is particularly pertinent to issues with regards to parking and dogs
* Approaching other pupils or parents directly with a grievance
* Comments that may be liabilist or constitute as slander
* The use of drugs, alcohol, tobacco and vaping, either on school premises or in the immediate vicinity of school grounds
* Possessing a weapon
* Displays of affection between adults that is inappropriate in view of the children

This list is not exhaustive but provides an illustration of unacceptable behaviour. The Academy, in keeping with its vision and values, particularly that of respect, wishes to protect its pupils from being exposed, directly or indirectly, to such behaviour. No child should witness the unacceptable behaviour of an adult on site.

Unacceptable behaviour may result in the police being called.

Normally parents, carers and visitors are granted ‘limited licence’ to visit the grounds and buildings of the school. The Principal will seek to resolve issues that may arise. However, where there are serious concerns, the Principal can also:

* Initiate a meeting/conversation with the individual
* Write to the individual outlining the concerns
* Vary the person’s licence/access, for example placing limitations or conditions
* Warn of the possibility of a withdrawal of licence (ban)
* Impose a withdrawal of licence for a fixed period of time with a review
* Impose a withdrawal of licence without review

No meetings at the school can be recorded without the express permission of all parties. Information/recordings obtained without permission will not be admissible in any proceedings.

If necessary, the school’s complaints procedure should be followed by a parent.

If a person’s licence is withdrawn (a premises ban), the following steps will be taken:

* The parent/carer/visitor will be informed, in writing, that s/he is banned from the premises, subject to review, and what will happen if the ban is breached, for example, that police involvement or a court injunction application may follow.
* Where an assault has led to a ban, a statement indicating that the matter has been reported to the police will be made.
* The Chair of the Board of Governors will be informed of the ban.
* The parent / carer / visitor receiving a ban of any kind is entitled to an appeal hearing as stated in the complaints procedure if they feel this has been issued unfairly
* As appropriate, arrangements for meetings at school regarding pupils, and arrangements for pupils being delivered to and collected from the Academy will be clarified.

**Conclusion**

Children learn best when there is a positive partnership between home and the Academy. Whilst every effort will be made to work with parents, this will only be possible when adults behave in a respectful and acceptable way. Unacceptable behaviour will be challenged, and as a final resort may lead to legal action.

In implementing this policy, the Academy will, as appropriate, seek advice from the Enquire Learning Trust and its solicitors if necessary, to ensure fairness and consistency.

This policy to be reviewed annually.