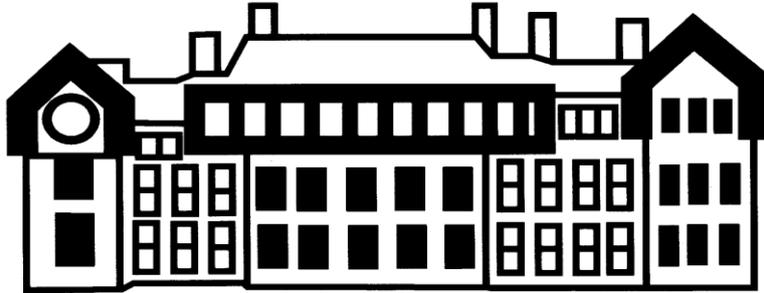


Gordon Primary School

GORDON



SCHOOL

Behaviour of Adults in School Policy

Ratification date: December 2016

Review date: December 2019

Signed _____ Headteacher

Signed _____ Chair of Governors

Behaviour of Adults in School Policy

1, Introduction

All members of the school community are entitled to be able to work, study or visit without fear of verbal or physical assault or fear of assault. It is the purpose of this policy to promote and support this entitlement and provide guidance to all school stakeholders as to how this might occur.

2, Underlying Principles

- The relationship between parents, carers and visitors and the school are greatly valued. Partnership working is seen to enhance the education of pupils in the school.
- Parents, carers and visitors are welcome to come into school to discuss matters of concern with members of staff.
- All meetings held in school are by mutual consent.
- All meetings will take place in an atmosphere of mutual respect and trust.
- School staff and parents, carers and visitors will act reasonably and responsibly in dealing with issues of concern.
- Parents and carers with concerns or complaints about pupils other than their own should not deal with the pupil in question, their parent or carer but should address their concerns to a member of school staff.
- All parties will work together to resolve difficulties, even when they relate to matters of a personal nature.
- Parents should allow the school a reasonable period of time to investigate complaints/ concerns, in compliance with the schools complaints procedures.
- Acts of an intimidating or threatening nature will not be tolerated and may lead to exclusion from the school site and reporting to the police.
- Offensive or abusive language will not be tolerated and may lead to exclusion from the school site and reporting to the police.
- Physical abuse will not be tolerated and may lead to exclusion from the school site and reporting to the police.
- The school will not tolerate the use of mobile phones, the email system, the internet or the intranet for illegal or inappropriate activities such as siting confidential information about the school, employees, pupils, parents, carers, etc.

3, Keeping the School Safe and Secure

- The above principles will be recognised and put into practice in contacts between school and parents. Gordon Primary School operates a Zero Tolerance Policy towards breaches of the above principles.
- While school is in session, entry for visitors is restricted to the Grangehill Road entrance which is staffed at all times. Visitors need to use the buzzer system to enter the premises and the building.

- Visitors are monitored and are escorted while on the premises. Visitors must sign in at the main office and collect a visitor's identification badge and lanyard. Hosts are responsible for visitors during their stay.
- If a visitor enters the premises and refuses to leave, this behaviour may give rise to a criminal offence. Staff will request the person to leave the premises but should not place themselves in a position of risk. If violence is threatened, if there is a breach of the peace, or a likelihood of this, the police will be informed by an emergency call.
- Meetings with parents, carers or visitors will be through an appointment system for general enquires, support and advice. However it is recognised that emergency meetings may need to be convened at short notice and in this case all parties will endeavour to meet at the earliest opportunity.
- Where parents, carers or visitors do not conduct themselves in an appropriate manner during meetings or discussions the meeting should be terminated and the parent, carers or visitor asked to leave the premises. Where conduct has been such as to warrant it, the police will be informed. The school will instigate proceedings to ban persons acting in such a manner from the school premises.
- A record will be maintained in school of all incidents involving intimidating or threatening behaviour towards staff.
- The school will publicise this policy or aspects of it on the school website, in newsletters and in the school foyer.

4, Monitoring and Review

This policy will be reviewed every three years, or sooner if deemed necessary by the Governing Body.