



# Layton Primary School

## Policy Relating to the Behaviour of Adults on School Premises

(Zero Tolerance Policy)

## Policy Relating to the Behaviour of Adults in School

### Introduction

All members of a 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 stake holder as to how this might occur.

### Underlying Principles

- The relationship between parents/ visitors and this school are greatly valued; partnership working is seen as enhancing the education of pupils in the school
- Parents and visitors are welcome to come into school to discuss matters of concern with members of staff
- All meeting held in school are by mutual consent
- All meetings will take place in an atmosphere of mutual respect and trust
- School staff and parents/visitors will act reasonably and responsibly in dealing with issues of concern
- Parents with concerns/complaints about pupils other than their own should not deal with the question but should address their concerns to a member of school staff
- The school will not tolerate the use of social media to target and criticise individuals working within the school, or to share inaccurate information concerning the school or members of 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 school's complaints procedures
- Acts of an intimidating or threatening nature will not be tolerated, including those in person, online or via social media
- Offensive or abusive language will not be tolerated; in person, online or via social media
- 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 citing confidential information about other employees, the school or its customers or suppliers

## Policy

The above principles will be recognised and put into practice in contacts between schools and parents. Layton Primary School operates a Zero Tolerance Policy towards breaches of the above principles.

While school is in session, entry for visitors is restricted to a single point, manned at all times. When this is not possible, the outside door is kept locked and visitors should ring the entry bell to gain admittance.

Visitors are monitored and are always escorted while on the premises. 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

**Policy Relating to the Behaviour of Adults in School**

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 or visitors will be through an appointment system for general enquiries, 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 or visitors do not conduct themselves in an appropriate manner during meetings or discussions the meetings should be terminated and the parent/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 (through the Legal Services Department) to ban persons acting in such a manner from the school premises.

Where parents post inaccurate or misleading information regarding the school or its employees online, or on social media, they will be asked to remove the commentary. The school may restrict access to the school site in the event the commentary remains public. The school reserves the right to take legal actions to remove defamatory or inaccurate commentary.

A record will be maintained in school of all incidents involving intimidating or threatening behaviour towards staff.

The school will notify parents of this policy on a regular basis and display the poster in prominent positions around the school.

This policy will be reviewed on an annual basis or when legislation makes this necessary.