OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

Protocol for Restricting Access to School Site

Nottingham Diocese Multi Academy Trusts

CATHOLIC SCHOOLS Moving Forward Together

Our Lady of Lourdes Catholic Multi Academy Trust Mission Statement

We are a partnership of Catholic schools. Our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

By placing the person and teachings of Jesus Christ at the centre of all that we do we will:

- Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service and healing.
- Working together so that we can all achieve our full potential, deepen our faith and realise our God-given talents.
- Make the world a better place, especially for the most vulnerable in our society by doing 'little things with great love'. *(St Therese of Lisieux)*

This protocol would be used when acts of aggression by visitors, parents or carers take place. Incidents should be treated on a case-by-case basis. However, before stage 3 is enacted, a discussion with your link DPS must take place.

Appendix 1

At all times The Becket School serves as a witness to our Catholic faith, ensuring the Catholic Virtues are central to all that we do. Our aim is to always maintain highly positive relationships with our community and we will work sensitively in collaboration with our families to ensure that potential issues are resolved prior to any other measures being taken; this could take the format of face to face, reconciliation, or mediation meetings. The school will always aim to resolve any parental concerns informally in the first instance.

Flow Chart for dealing with Parents/Carers and Visitors demonstrating aggressive behaviour. Visitors

Verbal Warning

In the first instance, speak privately to any parents/carers or visitors who demonstrate aggressive behaviours to give a verbal warning which should include:

- let them know their behaviour is unacceptable.
- Refer them to the Trust, School, Home Agreement.
- Remind them that any further instances will require further action.

Written warning

After or instead of a verbal warning, you may send the parent or visitor a written warning.

This should set out or refer to the Trust, School, Home agreement, outlining the school's expectations of behaviour and the potential consequences if the aggressive behaviour continues.

Restricted Access to the school site

Parents and Visitors can have their access to the school site restricted or removed where aggressive, abusive or insulting behaviour or language causes risk to staff and/or pupils. This could follow the steps above or be in response to a single serious incident.
The individual should be informed in writing that they have had their access restricted or removed. The Headteacher or another senior leader should sign the letter. Individuals who have had their access to the school site restricted can appeal the decision in writing to the Chair of the Local Governing Body. Therefore, such individuals can be

- Restricted temporarily, until they've had a chance to formally present their appeal

Once the appeal has been heard, a decision will be made to confirm the restriction or remove it. The Individual should be advised of the decision in writing. The decision should be reviewed within a reasonable time.

Initial warning letter from headteacher

Dear [Name],

I've received a report about your conduct on [time and date].

[Summary of incident, include location, its effect on staff, pupils and other parents.]

If the incident is minor, add:

This behaviour is not in keeping with our Trust, School, Home Agreement [Please find a copy attached to this letter.]

If the incident is more serious, add:

As written in our parent code of conduct, we do not tolerate this kind of behaviour in our school. [Please find a copy attached to this letter.]

We believe that all staff, pupils and parents are entitled to a safe, respectful and inclusive environment, and that parents are as responsible for creating this environment as school staff.

Continue with:

Further breaches of the Trust, Home school agreement may result in your access to the school site being restricted.

If you want to invite the parent in for a meeting, add:

I'd like to invite you in to school to discuss this incident, and how we can work together to prevent similar issues in the future.

Please contact the school office on [phone number] to book an appointment.

Yours sincerely

Model letter restricting Parent/care or visitor from School Site

Dear [Name],

I am writing to inform you that, after consultation with the chair of governors/Multi Academy Trust, I am restricting your access to the school site until [date].

You can also choose to restrict a parent permanently. In that case, amend the sentence above.

Despite previous correspondence and conversations about your conduct, there have been further breaches of our parent code of conduct.

[Include details of the incidents, including dates, locations and effects on staff/pupils/other parents for every relevant incident.]

If you do not comply with the restriction, I will arrange for you to be removed from the grounds and you may be prosecuted under Section 547 of the Education Act 1996.

If you would like to raise a complaint, you can do so using the school's complaints procedures, which are available on our website.

Yours sincerely

Headteacher

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Appeal to Governors

If you wish to appeal against the decision to restrict your access to the school site, please complete the form below and return to the Chair of Governors.

Your Name
Pupil's Name
Address: **Postcode:** **Telephone:** **Email:**
Please give details of the incident which led to your access to the school site being restricted
What actions do you feel could be taken to resolve this:
Signature: **Date:**