



# Conduct and Barring Individuals from School Premises Policy

This policy was approved and ratified by  
Board of Trustees of  
Cox Green School  
on 6/2/23

Version	Authorisation	Approval Date	Effective Date	Next Review
V1	Board of Trustees	6/2/24	6/2/24	Feb 2027



## Statement of Intent

While Cox Green School is responsible for fulfilling a public function of providing education and maintaining an open and welcoming environment to learners, parents and the community, the school remains a private place in which action needs to be taken to ensure it is safe for students, staff, and other members of the community.

This policy has been created to reinforce the following:

- The expected conduct of anyone who comes onto the school grounds;
- The viable reasons for an individual coming onto the premises;
- What action the school will take if an individual's behaviour is a cause for concern;
- What action will be taken if an individual is abusive, aggressive or threatening in any form of communication e.g. email, telephone or social media.

For the purposes of this policy, the term 'individual' is used to describe any person who is not a member of staff or student but is present on the school grounds, e.g. parents and visitors. The word parent can be interchanged with carer, visitor or other member of the public.

## Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2023) 'Keeping Children Safe in Education 2023';
- DfE (2021) 'Best Practice Guidance for School Complaints Procedures 2020';
- DfE (2019) 'School and College Security';
- DfE (2018) 'Controlling Access to School Premises';
- Education Act 1996.

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy;
- School Security Policy;
- Parent Code of Conduct;
- Complaints Procedures Policy.

## Roles and Responsibilities

The Headteacher will be responsible for:

- Ensuring that the school has appropriate security systems in place in accordance with the School Security Policy;
- Communicating with individuals regarding decisions to bar them from the school premises;
- Setting out the rules for access to the school premises and what will happen if these rules are broken;
- Writing to individuals to warn them if their conduct violates the barring criteria;
- Ensuring this policy is implemented effectively and reviewed when required;



- Developing plans and procedures to manage and respond to any threats.

The Board of Trustees will be responsible for:

- Approving school policies relevant to the security of the school site and ensuring the safety of staff and students;
- Reviewing the Headteacher's decision to bar or not bar an individual from the premises;

The DSL will be responsible for:

- Implementing the correct procedures to ensure that all individuals coming onto the school premises are identifiable and are there for legitimate purposes;
- Identifying the risks associated with inappropriate individuals coming onto the school premises.

Parents and visitors will be responsible for:

- Treating all students and staff members with respect;
- Informing the school of their visitation prior to entering the grounds and reporting to reception upon arrival;
- Not exceeding their implied licence to come onto the school premises at certain times, and limiting their attendance on the premises for legitimate purposes such as for appointments, events or to pick up their children.

### **Barring Criteria**

#### **Abusive, Aggressive Or Threatening Communications and Social Media Use**

The school will not tolerate individuals sending abusive, aggressive or threatening messages, emails or other communications to any member of the school community.

Nor will the school tolerate individuals writing or posting abusive, offensive or defamatory comments about an individual or the school, online or on social media.

Any grievances about staff, students, other parents or the school environment must be shared directly with the school and must not be shared on social media.

If such instances occur, the school will clarify through a conversation or letter what is considered acceptable behaviour, put conditions or restrictions in place for contact between the individual and staff members, or may bar parents/carers from the school premises (which can be, if needed, enforced by the police).

#### **Barring Due to Persistent Trespassing**

No individual will have an automatic right to enter the school premises. All visitors must report to reception to sign in and out when attending the school premises and will be required to wear visible identification on their person at all times.



Anyone who attends the school site beyond their implied licence will be committing a civil offence by trespassing and will be asked to leave the premises.

Failure to leave the premises when asked will lead to further action, and the police will be contacted to remove any unauthorised individuals from the premises.

Persistent trespassing and attending the school beyond an implied licence will result in the school taking civil action and informing the trespasser that, if they continue to do so, they may be committing a criminal offence, and the school may seek to bar them from the premises.

As per section 547 of the Education Act 1996, anyone without legal permission to be on the school premises, and who is also causing a nuisance or disturbance and exceeding their implied licence, will be committing a criminal offence and will be removed by a police officer or a person authorised by the Board of Trustees.

### **Barring Due to Aggressive or Abusive Behaviour**

The school will reserve the right to bar any individual from the premises if it feels that an individual's aggressive, abusive, or insulting behaviour, language or communications is a risk to staff or students.

The school will consider any action that has made a member of staff or student feel threatened as qualifying criteria for barring and will take any reports of threatening behaviour extremely seriously.

Persistent abusive, aggressive, or insulting behaviour, language or communications will always result in the individual being barred, at least for a temporary period.

Cases of abusive and aggressive behaviour, and the bar put in place, will be reviewed on a case-by-case basis.

Any infliction of physical harm or harassment towards staff or students will always be reported to the police.

### **Barring On The Basis of Sexually Inappropriate or Harmful Behaviour**

Where the school has reason to believe that an individual may commit, or has committed, a harmful sexual offence, they will be barred or excluded from the premises in accordance with the appropriate procedures such as those outlined in the Child Protection and Safeguarding Policy.

The school will report any individual causing concerns that are relevant to harmful sexual behaviour to the police and, where the individual risks causing sexual harm, wait for the police to escort the individual away from the premises.

The police or courts will usually seek to place a sexual harm prevention order (SHPO) on individuals who have been convicted of a sexual offence, meaning that they will not be permitted to visit the school or be in the vicinity of its students. The school will immediately report any individual on the school premises to the police if it is apparent that they are under a SHPO.



---

Any individual who is on the school premises without legal permission, and who is causing a nuisance or disturbance of a sexual nature, e.g. making sexual comments or gestures, will be reported to the police and removed from the premises immediately.

Where the school believes that an individual who has been convicted of a sexual offence poses a risk to staff or students or may make them feel threatened, the school will pursue a barring order on the individual in accordance with the DfE's 'Controlling access to school premises' guidance.

### **Barring Due to Illegal Activity**

Any individual found to be engaging in criminal activity on the school premises will be reported to the police immediately, and barring will be considered on a case-by-case basis.

Anyone who is known to have committed a criminal offence that has had a negative impact on the school and members of its community, may be considered to be a threat to staff members and students and may be barred from the premises, depending on their representations, the type of crime that was committed, and the level of impact it has had on the school community.

### **Barring Process**

In any situations where an individual's conduct falls into one of the categories above, the school will:

- Clarify through a conversation or letter what is considered acceptable behaviour;
- Invite those involved to an informal meeting;
- Bring in measures to make sure expectations are followed e.g. restricting or putting conditions in place for contact between the parent/carer and staff members;
- Bar parents/carers from the school premises (which can be, if needed, enforced by the police).

Each decision to bar an individual, both permanently and temporarily, from the premises will be considered on a case-by-case basis. The school will consider the following when making decisions:

- Whether the individual has caused, or intended to cause, harm towards a member of staff or student;
- Whether the individual's actions could have put someone else in danger;
- Whether the individual has caused concerns on prior occasions;
- Their relationship to the school;
- The individual's attitude and whether they show remorse for the actions leading to the school deciding to consider barring them;
- Whether staff members and/or students have felt threatened by the individual;
- Advice from the Board of Trustees regarding the individual's actions and whether barring is justified;

When the decision has been made to bar an individual, the school will either:

- Bar the individual temporarily, until they have had the opportunity to formally present their side;
- Inform the individual that they intend to bar them and invite them to present their side.



The Headteacher will then send a letter to the parent informing them of the following information:

- Why they have been temporarily barred or face a bar;
- The nature of the bar, i.e. if they are temporarily barred pending their representation or if they must present their side before the decision to bar can be made;
- That they have the right to formally express their views on the decision to bar, in writing, to the appropriate person or body by a set deadline.

After the individual's side has been heard, the Headteacher will decide whether to continue with barring them. This decision will be reviewed within a reasonable time and decided by the school.

### **Barring Appeals**

Individuals will always be given the opportunity to formally express their views on a decision to bar or appeal against the barring decision.

An appeal against the barring decision must be received within within 5 days of the the Headteacher's letter informing the person of the decision to bar

The appeal against the Headteachers decision to bar will be reviewed by either:

- The chair of Board of Trustees.
- A committee of Trustees.

Any representations made by the individual will be taken in to account, and a decision will be made as to whether the school will confirm or lift the bar.

If the decision to bar the individual is confirmed, the individual will be notified in writing, explaining:

- How long the bar will be in place;
- When the decision will be reviewed.

Once the appeals process has been completed, individuals who remain barred may be able to apply to the courts for a review of the school's decision. Individuals wishing to exercise this option should seek independent legal advice.

Any complaints regarding barring decisions will be managed in accordance with the school's Complaints Procedures Policy.

### **Communication of Policy**

This policy will be published on the school website and staff intranet.

### **Monitoring and Review**

This policy will be reviewed every 3 years by the Senior Leadership Team.



## Appendix 1 – Parent/Carer/Visitor Code of Conduct



### Parent/Carer/visitor Code of Conduct

At Cox Green School, we value the relationships that we build with every parent/carers in our school. We hope that you, our parents/carers, feel part of our community and this enables all of us to work together for the benefit of your child(ren).

We have clear expectations on how we wish our students (and staff) to conduct themselves & this also extends to our parents/carers. Most parents we work with conduct themselves impeccably. However, there have been occasions where staff members have been subjected to unacceptable behaviours from parents/carers or unpleasant & defamatory posts have been shared online. This is obviously detrimental to establishing positive, professional relationships and simply cannot be tolerated.

Unacceptable behaviour includes (but is not limited to):

- Shouting, either in person or over the telephone;
- Using foul, discriminatory, abusive, threatening or offensive language;
- Physical behaviour that is intimidating, threatening or abusive;
- Sending abusive, aggressive or threatening messages, emails or other communications to any member of the school community;
- Writing/posting abusive, offensive or defamatory comments about an individual/school, online or on social media;
- Unwanted physical contact;
- Actions which seek to undermine a member of staff;
- Actions which seek to deliberately call in to question the integrity of a member of staff;
- Any behaviour likely to cause anybody witnessing it alarm, harassment, distress, or to fear that violence may be used against them or others.

The Trustees and Leadership Team of the school have a responsibility to ensure that the school community is protected from such unacceptable behaviour. Therefore, we ask that all parent/carers follow these three expectations:

1. Please only come onto school premises for one of the following reasons:
  - A pre-booked appointment with a staff member;
  - To attend an official school event;
  - To collect/drop off a child for a specific reason that requires them to be dropped at reception e.g. appointment, illness;
  - To collect/drop off belongings which your child may need for the school day.
2. Please respect our school behaviour policies and expectations, as outlined in the Home School agreement and Conduct & Barring Individuals Policy. These are in place for the safety, happiness and achievement of our whole school community. Should you have any grievances about staff, students, other parents or the school environment these must be shared directly with the school and must not be shared on social media or public forums/chat groups.
3. When communicating with staff members, please demonstrate our key values of kindness and respect.

If an incident occurs where these expectations are not adhered to, the school reserves the right to (following an investigation) take any of the following actions:

- Clarify through a conversation or letter what is considered acceptable behaviour;
- Invite those involved to an informal meeting;
- Bring in measures to make sure expectations are followed e.g. restricting or putting conditions in place for contact between the parent/carers and staff members;
- Bar parents/carers from the school premises (which can be, if needed, enforced by the police).

We would very much hope that these steps will not have to be taken, and that we can all continue to work together to create the best environment for all children to achieve.



COX GREEN SCHOOL  
Conduct & Barring Individuals from School Premises Policy V1

---

*Please note that this document operates in conjunction with the following school policies: Conduct & Barring Individuals Policy, Complaints Policy; Social Media related Policies; Safeguarding Policy; Smoke-Free Policy; Drug and Alcohol Policy; Behaviour Policy.*