



**NORTH NEWTON COMMUNITY  
PRIMARY SCHOOL**

**SAFEGUARDING STAFF POLICY**

**2017**

Signed ..... (Chair of Governors)

Date .....

## **Introduction**

North Newton Community Primary School believes that all members of the school community have a right to expect that their school is a safe place in which to work and learn.

The school policy for safeguarding staff was developed by the School Governor Education Committee and agreed by the whole staff. The policy was approved and accepted in the (xxxx) by the Full Governing Body.

### **What do we expect from parents?**

North Newton Community Primary School strives to get the right balance between being open and friendly and having easy access to teachers to promptly deal with parent queries. However, it cannot be at the cost of disrupting class lessons, occurring in inappropriate locations around school nor of having North Newton Staff feel intimidated.

The following safeguards have been put in place to minimise the risk of an incident occurring:

- parents/carers will vacate classrooms/cloakrooms by 9.00am so that lessons for all can begin promptly
- parents/carers will not enter into lengthy or inappropriate discussions with a class teacher/teaching assistant in the classroom when there are pupils present.
- Parents/carers should not enter into unplanned and inappropriate discussions with staff in the school playground/on the gate/or when off premises eg swimming trips etc
- Any meeting between a member of staff and a parent/carer should take place in an area where the member of staff can access other support should it be needed.

The implementation of this policy is the responsibility of all persons within the school community.

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help the school community in a variety of ways.

Parental involvement is recognised and valued as an important factor in educational success and in dealing with emerging problems at an early stage.

Sometimes parents have concerns about their child's education and their time in school. Any conversations between parents and teachers should be conducted in a polite and calm manner, so that, wherever possible, any potential difficulty will be diffused before it becomes an incident. If parents have concerns about how staff have dealt with situations, in the first instance the concern can be raised either with the class teacher, the Senior Teacher or the Head Teacher. If not resolved at this level, parents are able to make a written complaint to school and it will be fully investigated by the School's Governing Body.

If there are incidents of inappropriate behaviour, this policy outlines the school's response to these occasions. All incidents will be recorded by the Head Teacher and, where appropriate, further action will be taken.

### **What behaviours will not be tolerated?**

In order to support a peaceful and safe school environment, the school cannot and will not tolerate:-

- disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the school and its grounds.
- loud and/or offensive language or displaying temper.

- threatening harm, or the use of physical aggression, towards another adult or child. This includes approaching another parent, someone else's child in order to discuss or chastise them and physical punishment against your own child on school premises. (Parents are reminded that some actions may constitute an assault, and may have legal consequences.)
- damaging or destroying school property.
- using abusive or threatening emails, phone or social network messages;
- smoking and consuming alcohol or other drugs, or accessing the school site whilst intoxicated.

### **Incident Response**

Any incident will be considered individually and appropriate action taken after discussion between the Senior Leadership Team and the member of staff involved.

An incident is defined as any situation where a parent/carer/visitor has acted in an inappropriate manner while on or off school property – including trespass, nuisance or disturbance, verbal, sexual or racist abuse, threats, aggression, physical violence and intentional damage to school property. The School Policy has four main levels of response to an incident:

#### ***Level 1***

**Incident:** Person is exhibiting inappropriate behaviour (eg shouting/swearing/disrupting a class/abusive or threatening)

**Action:** The other person will be politely asked to calm down and told to go to another room to discuss the matter with another member of staff from the Senior Leadership Team present. If the incident happens outdoors in the school grounds the person will be asked to come into the building to a location where the matter can be discussed quietly. It may be appropriate to meet the parent in a more formal setting and on another occasion.

#### ***Level 2***

**Incident:** Person does/will not respond to the above Actions and continues with the inappropriate behaviour and/or becomes abusive or threatening.

**Action:** The person will be asked to leave the school premises and/or a member of the Senior Leadership Team will send them an appropriate letter advising that their behaviour was inappropriate. The incident will be recorded on the standard incident form and placed on file. If a member of staff completes a standard incident form, the Senior Leadership Team will contact the person concerned and request a meeting at which it will be made clear that should this behaviour occur again further action will be taken. This meeting will be followed up in writing, confirming the discussion that took place and the decisions agreed as a result of the discussion. At this stage the Headteacher may inform the Chair of Governors if it is felt necessary. The Chair of Governors will initiate further, appropriate reaction, as appropriate.

#### ***Level 3***

**Incident:** Person does/will not respond to the above Action (ie will not leave premises).

**Action :** A member of the Senior Leadership Team will intervene and respond to the situation. The intervention will be recorded on the standard incident form and placed on file. Any violence, threatened or actual, will immediately invoke a ban from school premises. The police will be informed and every effort will be made to pursue a prosecution. The following provisions may not apply if an external agency eg Police are involved.

#### **Level 4**

**Incident:** Person is does/will not respond to the above Action.  
Actual or threatened violence toward people or property.

**Action:** The police will be informed immediately.

If the behaviour is repeated or is a 1st level 4 incident, the Local Authority and the Board of Governors will be informed and the perpetrator will be informed in writing of the consequences of their behaviour. These may include:

- Temporary ban from school buildings or grounds
- Permanent ban from school buildings or grounds
- Communication with school only when a governor is present
- Communication with school only when a member of Senior Leadership Team is present
- Informing the police
- Legal action

The Headteacher has the right to decide who can come onto school premises but any letters banning a person from these will be sent by the Local Authority. Government guidelines and standard letters will be used. If a temporary or permanent ban is not adhered to the police will be informed and prosecution may follow.

Should a further incident occur after a fixed term ban has expired, the Local Authority would be requested to implement a permanent ban.

If the person sends a letter of apology then actions to be implemented after an incident will be reviewed by the Senior Leadership Team and a ban may be lifted after consultation with the Governing Body

It is hoped that this clear expectation of parent/carer behaviour will enhance relationships between parents and teaching staff, for the benefit of the children learning at North Newton Community Primary School.

**What to do if you feel threatened or at risk.  
(It may be necessary to move direct to Level 4)**

**Level 1**

**Person is disruptive/agitated/swearing/abusive**

**Ask the person to calm down and offer to discuss the matter in a more appropriate location (eg HT Office, The Nest, Burrow) with Senior Leadership Team staff member present.**

**Call a member of Senior Leadership Team (Mr Arnold, Mrs Crow)**

**Use 'Star' signs around School or sign language to summon assistance from another member of staff.**



**Level 2**

**Person does/will not respond to above action and continues with inappropriate behaviour**

**Ask the person to leave the premises**



**Level 3**

**Person does/will not respond to above action and continues with inappropriate behaviour**

**explain that if they don't leave, the police will be called and legal action will follow from the Somerset County Council Solicitor for Schools**



**Level 4**

**Person exhibits actual or threatened physical violence against another person and/or property**

**Take action to protect the children, yourself and other members of staff.**

**Send for help to other staff and**

**ask for Senior Leadership Team member to CALL THE POLICE**

## Incident Report Form

To be completed if an incident occurs on or off school property involving a member of school staff and a parent/carer/visitor.

An incident is defined as any situation where a parent/carer/visitor has acted in an inappropriate manner while on or off school property – including trespass, nuisance or disturbance, verbal, sexual or racist abuse, threats, aggression, physical violence and intentional damage to school property.

Date of incident \_\_\_\_\_

Day of week \_\_\_\_\_

Time \_\_\_\_\_

### 1. Member of staff reporting incident

Name \_\_\_\_\_

Position \_\_\_\_\_

### 2. Members of staff involved in incident (if different to above)

Name(s) \_\_\_\_\_

Position(s) \_\_\_\_\_

### 3. Details of any other parties involved

Name (s) \_\_\_\_\_

Parent/carer/relative of a Pupil                      Visitor                      Other (give details) \_\_\_\_\_

Please circle as appropriate

### 4. Witness(es) if any

Name (s) \_\_\_\_\_

Member of staff    Parent/carer/relative    Visitor    Other \_\_\_\_\_

Please circle as appropriate

**5. Details of incident**

- **Type of incident (eg nuisance, disturbance, threats, violence)**

\_\_\_\_\_

- **Location of incident**

\_\_\_\_\_

- **Description of what happened**

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Other information as appropriate**

- **Possible contributory factors**

\_\_\_\_\_  
\_\_\_\_\_

- **Is person known to have been involved in any previous incidents**

**YES/NO**                      **Date:** \_\_\_\_\_ **Time** \_\_\_\_\_

- **If police were called give name and contact details of police officer and incident/crime reference no:**

\_\_\_\_\_  
\_\_\_\_\_

- **Any other relevant information**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_

The following notes were distributed to parents after the adoption of the Policy by the full governing body and will be included in future editions of the school brochure.

## **DISCUSSIONS BETWEEN PARENTS/CARERS AND OTHER ADULTS WITH SCHOOL STAFF AND CHILDREN**

The governors of North Newton Community Primary School believe that all members of the school community have a right to expect their school to be a safe place in which to work and learn.

In order to help us continue the good relationships we usually have in the school and to help avoid situations arising that can be embarrassing and confrontational, the school governors have developed a safeguarding policy.

At North Newton we strive to offer an appropriate level of prompt access for parents to discuss their children. In order to pass on information or to try and quickly resolve a concern, wherever possible staff and parents prefer brief discreet conversations held before school starts, or at the end of the day. However, some conversations need more time and need to be held in places other than a busy classroom.

If a conversation is likely to be lengthy, personal, emotionally charged or refers to other adults or children, it should take place in private. It should not take place, in the classroom, in other public places (in or out of school), in front of other children or parents, or during teaching and learning time.

If the above circumstances apply, then the conversation needs to be arranged at an agreed time and place. Where appropriate, a senior member of staff will be present, notes will be taken and a record will be kept for future reference.

Similarly, when parents have concerns that involve children other than their own, they should never directly approach the other child. A conversation with a member of staff is the best way to safeguard both the child and the parent.

As I am sure you understand, this policy is to protect the interests of all the school community, whether child or adult and your support is very much appreciated.

On occasions when a meeting with a member of staff is necessary but cannot be arranged eg due to absence, then parents should ask via the school office to make an appointment with the Head or Senior Teacher. If available, we will always try to see parents who need an urgent discussion immediately.

Adopted by Governing Body Date:

Signed (Chair of Governors)