

# Farrowdale House

## INDEPENDENT PREPARATORY SCHOOL

**Proprietors:**  
Ms S. Hall & Miss Z. Campbell  
**Head Teacher:**  
Miss Z Campbell BA Hons PGCE



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### **Promoting Acceptable Adult Visitor Behaviour on School Premises - Policy:**

#### **OVERVIEW**

Schools are private places even though they serve a public function. Parents and guardians of pupils who are on the school roll have an 'implied licence' to enter school premises. The headteacher and Proprietors have the power set out the terms and conditions for this licence. The headteacher and Proprietors are legally responsible for the day to day running and organization of the school and so decides the acceptable standard for the behaviour of adult visitors to the site. A parent's licence to enter the school premises may be withdrawn by the headteacher or Proprietors if they behave in a manner that is harmful to others. The ethos of this school requires all visitors to behave in an acceptable manner when on school premises. On almost all occasions parents, guardians and other visitors are polite, proper and behave in an acceptable manner. On the very rare occasions when the behaviour of a visitor falls below the standard that the school expects the headteacher will act in accordance with this policy.

#### **OBJECTIVES**

1. To ensure that adults visiting the school behave in a polite and proper manner and that they conduct themselves in an acceptable way.
2. To ensure that all adults including visitors and members of staff are treated properly and respectfully.
3. To protect all in school from intimidating, unreasonable or threatening behaviour.
4. To ensure the safety and welfare of all in school.
5. To ensure that people raise issues or complaints in a polite, proper and acceptable manner.
6. To ensure that there is zero tolerance of raised voices, threatening language or other unacceptable conduct on school premises.

#### **STRATEGIES**

1. If the unreasonable or unacceptable behaviour of a visitor causes concern, the headteacher/ Proprietor will ask that person to modify their behaviour and remind them of standard of behaviour expected of them whilst on the school's premises. If they are unable to comply they will be required to leave and to make an appointment to return when they can conduct themselves in an acceptable manner.
2. On any occasion where a visitor becomes angry, agitated or aggressive they will be given the opportunity to calm down. If they are unable to calm down they will be required to leave and make an appointment to return when they can conduct themselves in an acceptable manner.
3. To ensure the safety and well-being of those in school the headteacher/Proprietor has the authority to set conditions under which those who have acted against the principles set out in this policy may visit the school on future occasions.
4. The headteacher/Proprietor will write to any person who has behaved unacceptably setting out the reasons for their action and the conditions under which they may in future enter the school premises
5. If a person enters school premises without the headteacher's/Proprietors permission they will be asked to leave immediately. If they refuse, the police will be asked to remove them and they may risk prosecution under Section 547 of the Education Act 1996.

#### **OUTCOMES:**

This policy will ensure that adults visiting the school behave in an acceptable manner. On the very rare occasions where this is not the case the headteacher/Proprietor will use the strategies set out in this policy to ensure that the school's expectations are met. The headteacher/Proprietor has the legal authority to require any person who behaves in an unacceptable manner to leave the premises immediately and to request the police to remove them if they do not leave.