



Highlands School

Visitor Behaviour Policy

Date of Last Review	May 2018
Next Review Due	2021
Governors Committee	F&R

THIS POLICY IS BASED ON THE MODEL POLICY
FROM THE LONDON BOROUGH OF ENFIELD

London Borough of Enfield

Visitor Behaviour Policy

	Name	Signature	Date
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This plan will be amended according to legislation / changes to better practice and will be updated as and when required.

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ASSISTANT DIRECTOR FOR EDUCATION'S POLICY STATEMENT

SCHOOLS AND CHILDREN'S SERVICES

HEALTH AND SAFETY POLICY STATEMENT

As Assistant Director for Education, I have overall responsibility for all health and safety matters within the Schools and Children's Services. As such I am committed to the continuous improvement in health and safety standards for staff, clients, pupils, and visitors and a better working environment for every one.

I am committed to the organisation complying as a minimum with our legal and other responsibilities, but we are seeking to continually improve our health and safety performance in line with best practice

It is essential to the achievement of our Strategy for Health and Safety to ensure that access to the right knowledge, skills, and support is available to staff when they need it, and that this is widely communicated and understood.

I am committed to the continuous improvement in health and safety management by setting clear objectives and monitoring performance through health and safety management plans and proactive audit programmes. All managers, including the Department Management Team and Service Managers must lead by example by demonstrating best practice in health and safety management and ensuring whenever possible, that all management decisions further health and safety objectives.

Effective partnerships between managers and staff are crucial to successful health and safety management. Poor health and safety management is rarely the result of malicious intent. Education and training in health and safety skills and risk management are key to achieving a strong health and safety culture which benefits all staff, clients, pupils, visitors and contractors who work in our premises, and improves the quality of our service.

James Carrick



Assistant Director for Education

Introduction

The Visitor Behaviour Policy was originally written following a Stress Audit of Schools and Children's Services staff (formally Education Group). Violence and abuse and bullying by the public was raised as a major concern by a number of different staff groups, and the production of this policy was an Action Point on the list of recommendations as an outcome of the audit.

Since that time, violence and aggression still remains a factor that staff in Schools and Children's Services deal with, in some cases, regularly.

Purpose and Scope

The aim of this policy is to ensure, as far as we reasonably can, the safety of staff that have contact with the public. Whilst it is important for the public, including parents, students and family members, that they are treated fairly and without discrimination, it is equally important that staff are treated similarly by the public.

By having a clear understanding of what constitutes unacceptable behaviour and a consistent procedure for responding to situations where behaviour is unacceptable. The purpose of this policy is to help the public gain an understanding of the boundaries and staff will feel reassured that should they find themselves in this situation there is a process to resolve it.

Consequences of Unacceptable Behaviour

Step one

- 1.1 On the first instance of an individual's behaviour being unacceptable, they should be immediately informed of this and asked to regain their composure. If necessary staff should withdraw from the area and wait for the individual to become calmer. If they do regain their composure and are able to proceed in an acceptable manner the interview/discussion should be completed. The member of staff should complete the Violence and Aggression Form on the ANT reporting system. No further action against the individual should be necessary.
- 1.2 If staff are concerned that the individual has not been able to regain their composure they should ask them to leave the premises. If the individual leaves, albeit reluctantly, the member of staff should complete the Violence and Aggression Report Form on the ANT reporting system, and Step Two should be applied.
- 1.3 If they do not do so, or they react to this request in a violent manner, the police should be contacted and Step 4.2 should be applied.

Step Two

- 2.1 The individual should be contacted formally by letter to confirm that their behaviour was unacceptable and be provided with a copy of the, Statement of Expectation of Behaviour (appendix 1). They should be offered an appointment to discuss the incident and/or the matter which gave rise to their behaviour in a calm and co-operative manner. When the individual attends the meeting they should not be seen by a lone member of staff.
- 2.2 If the incident was of such severity that their presence, even for the purposes of this meeting, is considered to present an unacceptable risk, the individual should be advised to submit their case in writing, with details of the person to write to, and the date by which written representation should be received.
- 2.3 They should also be advised that failure to attend the meeting or to submit their case in writing will mean a decision is taken in their absence.
- 2.4 If you suspect that the individual may have literacy needs, which would inhibit their understanding of the correspondence sent to them, this should be established so as to investigate alternative methods of communication. This

may include the use of the Translation Service, relaying the information by telephone or the inclusion of an advocate into the arrangements. (see appendix 4)

Step three

- 3.1 If at the meeting the individual presents acceptable behaviour, i.e. is calm and understands the actions that the manager has taken, and dialogue relating to the underlying concern is possible, no further action should be taken.
- 3.2 If however, the individual presents unacceptable behaviour at the meeting they should be advised to leave the premises as in Step one.

Step Four

- 4.1 The individual should be advised, in writing, that as a second incident of unacceptable behaviour has occurred, an application has been made to the Legal Department that will result in their being prohibited from the premises.
- 4.2 In extreme circumstances where the risk to the safety of staff is high, an immediate prohibition can be issued, with details of the reasons why such action was considered appropriate.

Step five

Legal Services should be contacted with regard to prohibiting the individual from the premises. The prohibition should state the date the prohibition takes effect and the date on which it will be reviewed.

Step six

- 6.1 If the individual adheres to the prohibition and does not present unacceptable behaviour at the agreed review time, they should be invited to discuss the lifting of the prohibition. However they should also be assured that any return to unacceptable behaviour will result in the reinstatement of the prohibition.
- 6.2 If the individual does not adhere to the terms of the prohibition Legal Services should be informed immediately with the details of the contravention, including witness statements to support the information. It is not acceptable to report third party information that the individual did not adhere to the prohibition. The

persons sitting the individual must provide a statement confirming the time and details that the event took place.

Step seven

Legal Service should turn the prohibition into an injunction with power of arrest. This will be served on the individual at their home address.

Step eight

- 8.1 The presence of the individual once an injunction has been served should result in a call to the police to undertake the arrest.
- 8.2 The adherence to the injunction by the individual should result in a review as in Step 6.1.

Acceptable Behaviour

The aim must always be that an individual can access services and premises in a safe and non-abusive manner and that staff feel safe and secure in providing those services. The opportunity for the individual to demonstrate acceptable behaviour must be made available to them and thereby the removal of whichever step in the process their behaviour has achieved.

Reporting Incidents

All incidents of violence and aggression must be reported to the Schools Health and Safety Team on the violence and aggression form on the ANT database. The Schools' Health and Safety Team may also ask for further information so that the details of the violent or abusive individual can be shared with other Council Service Groups, via the Cautionary Contacts Database.

Training

Training courses for staff that have contact with the public are available from the Schools' Health and Safety Team. Available courses are advertised in the Schools' Health and Safety Team Training Programme, published annually. It is also available on Fronter.

Translating & Interpreting Services

Enfield Council has a new partnership agreement for Newham Language Shop (NLS) to supply these services to the Council. Along with the Council, the partnership consists of: Newham Council, Barking & Dagenham, Redbridge, Havering, Tower Hamlets, Waltham Forest and Newham University Hospital. NLS is a well-established provider in the sector and will work with all of the partners to provide a cost effective, high quality service. With a vast number of freelance translators and interpreters covering over 100 languages, Enfield Council will now have access to NLS's full range of expert T & I services. Enfield is committed to including people in providing services to those in the community who need help because they don't speak English.

In order to book these services you must first register on

bookingsnls@newham.gov.uk

Interpreting services via the Language Shop web portal
<https://languageshop.newham.gov.uk/> (also available through Enfield Eye)

Translation services via email: translation@newham.gov.uk

Booking online offers several advantages:

- Greater control - make, track, amend and cancel bookings
- Faster service
- Cost savings - no admin fees
- Easy to use

Visit <http://www.languageshop.org/> for more information about (NLS) Newham Language Shop

You are not obliged to use NLS; other translation services may be used.

Section 547 Education Act 1996

The model letters (pages 12 – 17) suggest how use might be made of section 547 of the Education Act 1996 in the letters that are sent to parents and other visitors.

Section 547 makes it an offence for a trespasser on school premises to cause or permit a nuisance or disturbance, and allows for the removal and prosecution of any person believed to have committed the offence. The penalty for a person convicted of the offence is a fine of up to £500.

A parent of a child attending a school normally has implied permission to be on the school's premises at certain times and for certain purposes but if the parent's behaviour is unreasonable this permission may be withdrawn and they will become a trespasser. The model letters which may be adapted by the governing body or LA to inform a parent or other person that they may not enter a school's premises and how to appeal against this decision.

A person who nevertheless persists in entering the school premises and displaying unreasonable behaviour may be removed and prosecuted under section 547.