



TALL OAKS FROM LITTLE
ACORNS GROW



Tall Oaks Academy Trust

POLICY

Trust Visitors

November 2019

Review Date: November 2022

Approved by: S Wilson 18th November 2019

Policy for all Visitors to Tall Oaks Academy Trust Schools

Rationale

Tall Oaks Academy Trust has a duty to provide a safe and secure environment for its visitors, staff and pupils. Violent or abusive behaviour will not be tolerated and decisive action will be taken to protect visitors, staff and pupils.

Definitions of Terms

Abuse

This includes any threats and abusive language used to staff and other visitors. This includes profanities and language which is deemed unacceptable in a school or work environment, any direct insults or foul language used face-to-face or on the telephone or in direct written communications or those posted on social media. The Trust reserves the right to make this judgement.

Threatening Behaviour

It should be noted that if staff feel threatened then it will be reported for further action. Threatening behaviour includes verbal as well as physical abuse. Aggressive behaviour which makes anyone feel unsafe will be included in the definition of these terms.

Scope and Purpose

The use of this policy only applies to violent or abusive visitors who are aged 18 years or over, and young people who are under 18 but who are not pupils at Castle Wood Academy, Mercer's Wood Academy and White's Wood Academy. However, we will challenge inappropriate behaviour of young persons below that age.

Entering and Leaving the Building

All visitors to the schools, including parents and carers MUST enter through the main reception or the appropriate entrance, e.g. there may be alternative entrances used for assemblies, school events such as Christmas or Summer Fairs. Entry to school must not be through open classroom fire doors or via the external doors leading onto the playground unless invited to by a member of staff. The Trust reserves the right to control all access and exit points to monitor the behaviour of visitors.

All visitors, if appropriate, will be asked:

- Who it is they have come to visit;
- The reason for the meeting
- For confirmation of the time of the meeting
- To sign in the visitor's book completing all relevant sections on arrival and departure. (This is a requirement under safeguarding, fire and health and safety procedures and failure to comply will result in the visitor not being able to access the building)
- To wait in the 'waiting areas' until the member of Trust staff is available.

Prior appointments to meet a member of staff are **essential** in order to ensure that they are free at the specified time. Please ask at reception and they will be happy to help. Requesting a meeting at short notice/on arrival will usually not be possible.

Standards of Behaviour

The following examples of behaviour are not acceptable at any Trust Schools.

- Excessive noise e.g. loud or intrusive conversation or shouting
- Threatening or abusive language involving swearing or offensive remarks
- Derogatory, racial or sexual remarks
- Malicious allegations relating to members of staff, other visitors or children
- Offensive sexual gestures or behaviours
- Abusing alcohol or drugs within the school grounds
- Drug dealing
- Wilful damage to school property
- Theft
- Threats of violent behaviour or specific threats aimed at staff
- Physical violence of any type
- Threats made to other visitors, parents, carers, staff, children or visitors at this school
- Threats and defamatory language on social media
- Intimidating through inciting negative behaviour from other parents or visitors to schools.
- Smoking at any time on Trust premises. This includes e-cigarettes.

Sanctions

Visitors who display any of the above behaviours, or anything other deemed to be inappropriate by the Head of School, Assistant Head of School or teacher in charge will be asked to calm down and be offered the opportunity to explain their actions. They will be asked to come to a safe area.

Continued failure to comply with the required standard will result in the visitor being politely asked to leave the premises.

Failure to comply with this request will result in the Police being contacted for the individual to be removed from the premises.

Any visitor behaving in an unlawful manner will be reported to the police. The Trustees of the Tall Oaks Academy Trust will seek the application of the maximum penalties available in law via the Company Solicitor. The Trust will prosecute all perpetrators of crime on or against Trust property and assets as well as children, parents, carers, staff and visitors of any Trust Schools

Legal action

The Trust reserves the right to seek legal advice at any time and sanctions may include any of the following:

- A letter from the Executive Headteacher to warn the perpetrator that this behaviour is unacceptable which may or may not be referred to the Trust's Solicitor
- A letter from the Trust's Solicitor which may or may not include one or all of the following sanctions:
 - Restrictions on access to school
 - A 3-month ban from entering school premises (otherwise known as removal of licence to access premises)
 - A 6-month ban from entering school premises (otherwise known as removal of licence to access premises)
 - A permanent ban from entering school premises (otherwise known as removal of licence to access premises)
 - Restricted access to speaking to staff alone
 - Restricted access to staff via the telephone
 - Referral to the Police for further action
 - A legal action pursued through the courts

Please note: A temporary ban will be in conjunction with close monitoring and a review meeting alongside a Trustee of the Trust. This may also include the Trust's Solicitor who may require the perpetrator to sign an agreement with regard to future behaviour.

Abusive incidents may be reported to the Police and the Trust will co-operate with any investigation.