



POLICY FOR REMOVING OR RESTRICTING ACCESS OF THIRD PARTIES TO THE SCHOOL PREMISES

Compliance statement

Every policy is reviewed at regular intervals and where applicable, as stipulated by law. Each policy is also available in additional formats including Braille and in additional languages upon request, within reasonable timescales as stipulated by the school.

Reviewer/s:	Danielle Ashley
Last reviewed on:	November 2023
Next review due by:	December 2025
Approved by:	Full Governing Board

Introduction

We encourage partnerships with all visitors to the school, and work hard to maintain mutual respect and recognition of shared responsibility for the children. This is set out in our Home School Agreement and ICT acceptable User Policies.

However, in a very small minority of cases, the behaviour of a small minority can cause disruption, resulting in abusive or aggressive behaviour towards staff or other members of our school community.

This will not be tolerated. All members of the school community have a right to expect that their school is a safe place including school leaders.

If the visitors' behaviour is unreasonable, permission for them to be on the school premises may be withdrawn and they will become a trespasser.

Procedures

If an incident arises, the member of staff should follow these procedures:

- Ask the person to leave.
- Ask the Headteacher (or colleague/member of SLT) for support.
- In the event of violence or aggression, contact the police using 999.

After the Incident

The Headteacher will:

- Ask the people who witnessed the incident to make witness reports in writing as soon as possible after the incident. (See attached Incident Report Form). Reports must be signed and dated.
- Check the CCTV if necessary
- Utilise DfE guidance
- Make it clear that the reports may be disclosed to the perpetrator and the witness should say whether or not they are prepared for this to happen.
- Consider whether the person should be banned or given a warning letter.
- The Headteacher will discuss this with the Chair of Governors and keep them informed.
- If a letter is thought appropriate, a letter will be sent to the person. (**See Model Letter 1**).
- If a ban is appropriate, the Headteacher will give the third party an opportunity to make representations about this before finalising the ban. If the Headteacher considers it unwise to allow the third party back on the premises at this time, they will impose a temporary ban for a week, to give the third party an opportunity to make representations in writing (**See Model Letter 2**). As soon as this happens the Head will write to the third party informing them of the decision to extend the ban or not to renew it after the initial week has elapsed. (**See Model Letter 3 and 4**).
- If a ban is renewed after the initial week, the Head teacher will impose any further ban for a fixed period of time and explain that they will review the ban at the end of that period.

Legal Advice

The school can seek legal advice from Croydon HR as well as the School Support Service (legal department Winckworths Sherwood).

Police Assistance

In the event of a third party becoming aggressive or violent, schools **should not hesitate to contact the police using 999**. When the situation does not require immediate Police response, but there is prior knowledge of likely trouble, the Headteacher may contact the local Police Station or the school's Police Liaison Officer for advice.

Link to [INCIDENT REPORT FORM](#)

Model Letter 1 – warning letter from Headteacher

Dear

Your conduct on school premises on *(insert date)*

I refer to the incident that took place on DATE *(or insert relevant day)* when you *(insert details of the incident)*.

If the Head Teacher did not witness the incident, they may wish to use the following text: I have considered the witness accounts of the incident, *(if relevant: including your own)*, and it would appear *(insert details of incident)*.

Your behaviour falls short of the standard of conduct expected of those visiting the school. I must therefore warn you that if you are involved in a similar incident again, you will leave me with no alternative other than to ban you from coming onto the school site without my written permission.

I do hope that this will not be necessary and that I can rely on your cooperation in this matter.

Yours sincerely

Headteacher

Model Letter 2 – Ban from school premises for one week (or so) whilst obtaining the parent’s account and views from Headteacher

Dear

Your conduct on school premises on *(insert date)*

I refer to the incident that took place on DATE (*or insert relevant day*) when you (*insert details of the incident*).

If the Head Teacher did not witness the incident, the following text may be used: I have considered the witness accounts of the incident, (*if relevant: including your own*), and it would appear (*insert details of incident*).

Your behaviour falls short of the standard of conduct expected of those visiting the school. (*Omit if this is a first incident – As you will remember, I have previously warned you about your behaviour when I wrote to you on (date).*) I have considered the matter very carefully and have decided that you should not be allowed on to the school premises from now until (*insert date*). During that time, I will review the situation. Before I make a final decision you may, if you wish, write to me to give me any further information you want me to take into consideration. You have until (*insert date*) to write to me.

If you need to speak to me or a member of staff about any matter, please telephone and I will make the necessary arrangements and confirm them to you in writing. You will not be allowed to come onto the school site unless you have a letter from me giving you authorisation.

If you do not comply with this ban, you will be guilty of causing a nuisance or disturbance on educational premises. This is a criminal offence under section 547 of the Education Act 1996. If you were to commit this offence, you would be liable to prosecution in the magistrates’ court. If you were to be convicted, you would be liable to a fine and a criminal conviction.

I regret that I have had to take this action and hope that I can rely on your cooperation.

Yours sincerely

Headteacher

Model Letter 3 – Ban from school premises for specified period from Headteacher

Dear

Your conduct on school premises (*insert date*)

I refer to the incident that took place on DATE when you (*insert details of the incident*). In my letter dated (*insert date*), I referred to my intention to ban you from the premises and I invited you to make representations to me about this.

I have considered the points you have made to me and I have decided to proceed with the ban for a period of (*insert number of weeks or an indefinite period*), until (*insert date*), after which the ban will be reviewed by the Chair of Governors and myself. I will write to you again when this review is going to take place so that you may make written representations, which we will take into account. When we have made our decision, I shall write to you to inform you of it together with our reasons.

If you need to speak to me or a member of staff about any matter, please telephone and I will make the necessary arrangements and confirm them to you in writing. You will not be allowed to come onto the school site unless you have a letter from me giving you authorisation.

If you do not comply with this ban, you will be guilty of causing a nuisance or disturbance on educational premises. This is a criminal offence under section 547 of the Education Act 1996. If you were to commit this offence, you would be liable to prosecution in the magistrates' court. If you were to be convicted, you would be liable to a fine and a criminal conviction.

I regret that I have had to take this action and hope that I can rely on your cooperation.

Yours sincerely

Head Teacher

Model Letter 4 – Unban from school premises from Head Teacher

Dear

Your conduct on school premises on *(insert date)*

On *(insert date)* I wrote to you informing you that I had temporarily withdrawn permission for you to come onto the school premises. To enable me to determine whether to confirm this decision for a longer period, I gave you the opportunity to let me have your written comments on this incident by *(insert date)*.

I have not received a written response from you/I have now received a letter from you dated *(insert date)*, the contents of which I have noted. *(Delete either sentence as appropriate).*

(However) in the circumstances, *(insert detail)* I have decided to restore to you the permission to come onto the school premises, with immediate effect.

Nevertheless I remain very concerned at the incident which occurred on *(insert date)*, and I must warn you that if there is any repetition of your behaviour on that occasion, I shall not hesitate to withdraw permission for you to come onto the premises again.

Yours sincerely

Head Teacher