



Acceptable Behaviour Policy

CAPELLA HOUSE SCHOOL

ACCEPTABLE BEHAVIOUR POLICY

Governors' Committee Responsible	Pastoral & Wellbeing
Status	Non-statutory
Review Cycle	Annually
Date written/last review	Summer 2019
Date of next review	Summer 2020



Acceptable Behaviour Policy

School Charter:

Capella House School is a place of learning for everyone
Everyone has the right to be respected and valued.

We believe that staff, parents, carers and pupils are entitled to a safe and protective environment in which to learn and work. We place a high importance on good manners and positive communication, founded on mutual respect. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the school.

Expectations:

- That adults set a good example to pupils at all times, showing them how to get along with all members of the school and the wider community;
- That no member of staff, parent, carer, visitor or pupil is the victim of abusive behaviour or open to threats from other users on the school premises;
- Physical attacks and threatening behaviour, abusive or insulting language verbal or written, to staff, governors, parents and carers, pupils and other users of the school premises will not be tolerated;
- In cases of unacceptable behaviour, verbal abuse or harassment, a judgement will be made as to the appropriate action required. In most instances, it is expected that the situation can be resolved satisfactorily through mediation without the need for any further action.
- The school community is clear on the action that will be taken if instances of unacceptable behaviour occur and these may result in withdrawal of permission to be on school premises. Such behaviour includes verbal and physical threats or assault and any other action that may leave a member of the school community with concerns for their safety or wellbeing;
- Any parent/carer/visitor who is asked to leave the school premises will have the right to appeal against the decision by writing to the Chair of Governors.
- Incidents of rudeness will be logged and reported to the Chair of Governors.

Guidelines:

Types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the school community – this is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Shouting, either in person or over the telephone
- Speaking in an aggressive/threatening tone



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- Abusive or insulting language verbally or written
- Inappropriate posting to any social media site that could bring the school into disrepute or be deemed as bullying
- Physical intimidation, such as standing very close
- The use of aggressive hand gestures/exaggerated movements
- Physical threats
- Shaking or holding a fist towards another person
- Swearing
- Pushing
- Hitting including slapping, punching or kicking
- Spitting
- Racist, homophobic or sexist comments including sexual innuendo.

Inappropriate use of Social Media:

Social media is being used increasingly to fuel campaigns and complaints against schools, headteachers, school staff, and even other parents/pupils. The Governing Body of Capella House School considers the use of social media in this way as unacceptable and not to be in the best interests of the pupils or the whole school community.

Any concerns you may have about the school, or any member of the school community, must be made through the appropriate channels by speaking to the class teacher, a member of the Headship Team, the Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned. In the event that any pupil or parent/carer of a child/ren being educated at Capella House School is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social media has clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil will remove such comments immediately.

In serious cases the school will consider its legal options against such misuse of social media. Additionally, the use by one pupil or parent to publicly humiliate another member of the school community by inappropriate posts is cyber bullying. Any such event will be dealt with as a serious incident of school bullying under the school's Anti-Bully Policy.

Unacceptable behaviour may result in the Police being informed.

The school reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse which may include a ban from the school premises. Parents/Carers have the right of appeal by writing to the Chair of Governors, within ten days of their permission to enter the school premises being withdrawn. (See Appendix 1: Procedures to address inappropriate behaviour by adults on the school site)

Persons Causing Nuisance / Disturbance on School Premises Section 547 of the Education Act 1996



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Section 547 of the Education Act 1996 makes it an offence for any person on school premises to cause or permit a nuisance or disturbance. It allows for the removal and prosecution of any person believed to have committed an offence.

A parent/carer of a child attending a school normally has implied permission to be on school premises at certain times and for certain purposes, but, if that person's behaviour is unreasonable, this permission may be withdrawn. A ban can be imposed on them. They would then become a trespasser if they entered on to the school site.

If it is felt that an individual is likely to cause further threats or harm to staff, an **immediate temporary ban** will be imposed for a specified period, with an opportunity given to explain to the Headteacher and Governors, after which a decision would be taken whether to withdraw or extend the ban.

In other circumstances, the individual will be advised in writing that following an incident of unacceptable behaviour, a ban is being considered and that they would be given an opportunity to explain their actions to the Headteacher and Governors, after which a decision will be made about imposing a ban.

If, after a ban has been imposed, the individual comes on to school premises, the Police will be called immediately. The Governing Body would then decide, in conjunction with the Trust Board whether to consider taking out a Court Injunction barring that person from coming onto the school premises again.

School is not responsible for organising arrangements for pupils to enter or be collected from school in the above circumstances. Parents/Carers will be responsible for making alternative arrangements for bringing pupils into school.

Responsibilities:

It is the responsibility of the Headteacher and Governors to monitor and annually review this Acceptable Behaviour Policy.



Procedures to address inappropriate behaviour by adults on the school site Appendix 1

At Capella House School, we operate a 'zero tolerance' policy regarding the use of inappropriate behaviour anywhere on the school site including on school transport.

Inappropriate behaviour means disrespectful conduct towards people or property within the school site. This also includes inappropriate approaches to other pupils for example; asking direct questions of a pupil about other pupils or reprimanding a pupil for their behaviour.

All staff and governors agree that any adult found to be using inappropriate behaviour towards other adults or pupils should be dealt with using the following steps:

An adult approaches another child: The adult will be spoken to as soon as possible and the issue investigated by a member of the SMT. This will be reported to the Headteacher and recorded. The adult will receive a warning letter.

A parent/carer/adult approaches another parent/carer: The parent/carer/adult should report this to a member of staff or a member of the Headship Team. The offending parent/carer/adult will be spoken to as soon as possible after the incident and reminded that we have a zero tolerance of inappropriate behaviour. A letter will be given to the parent/carer/adult. This warns the parent/carer/adult that, if it recurs, they could be banned from the school site under section 547 of the Education Act 1996.

A parent/carer/adult approaches a member of staff: This should be reported immediately to a member of the SMT. This will be investigated as soon as possible and the member of staff will be informed of the action taken. The parent/carer/adult will be spoken to and given a warning letter. This warns a parent/carer/adult that, if it recurs, they could be banned from the school site under section 547 of the Education Act 1996.

If an individual is likely to cause further threats or harm to staff or pupils: An immediate temporary ban will be imposed for a specified period, with an opportunity given to explain – after which a decision would be taken whether to withdraw or extend the ban. A letter will be given.



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Recurring inappropriate behaviour

If a parent/carer/adult continues to use inappropriate behaviour, they will be referred to the Acceptable Behaviour Policy. This indicates how anti-social behaviour, when not corrected, can lead to interviews with the HT and Governors. This can then lead to a ban from the school site under section 547 of the Education Act 1996.

Primary Centre Parent/Carer/Visitors Expectations

Appendix 2

We are committed to providing a safe environment and to safeguarding all pupils, staff and visitors on our site.

The school day:

- Parents/Carers/Escorts hand pupils over to the members of staff on duty between **8.45am and 9.00am**.
- Staff members ensure the pupils are taken through to the Breakfast Club.
- If parents/carers/escorts need to speak to a member of staff, leave a message or make an appointment to come into school, they should speak to the staff at reception who will help.
- Pupils finish school at **3.00pm** and will exit school via the front entrance to waiting parents/carers.
- For those traveling on school transport, staff will escort the pupils through the side front entrance and hand them over to escorts and drivers waiting outside.
- Please keep the entrances clear so that pupils can exit quickly and safely.
- If a discussion is required, please let the reception staff know and take a seat until a staff member is free to talk.

The entrance:

- Our front entrance and reception are waiting areas, a place to greet each other or a pathway to other areas – as such we try not to speak about the pupils in front of them and we expect everyone to be respectful at all times.
- Safety doors leading from the entrance area are secured automatically and released by staff members.
- All parents/carers and visitors must sign in, wear ID and be accompanied by a member of staff when visiting any part of the school beyond the entrance.
- Mobile phones should only be used for calls by parents/carers and visitors outside the entrance area; photographs or recordings **must not** be taken on the school site.

Transition & settling in:

- Transition plans will include parent/carer visits to their child's class when they first begin at school if agreed it is supportive and effective.
- Other visits by parents/carers to their child's learning area will be by prior agreement and planned accordingly so that there is minimal disruption to pupils' learning.



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- If a pupil is ill during the day, or showing extended signs of distress during their transition and settling in period, we will contact parents/carers to discuss the best action to take.

Concerns or complaints:

- If you have any concerns, please ask to speak to a member of the Senior Management Team in the first instant.
- Please use the complaints procedures if you feel that your concern has not been effectively answered/dealt with.

Secondary Centre Parent/Carer/Visitors Expectations

Appendix 3

We are committed to providing a safe environment and to safeguarding all pupils, staff and visitors on our site.

The school day:

- Secondary pupils are expected to arrive between **8.20am and 8.30am**.
- Staff members are on duty to supervise pupils through to Breakfast Club.
- If parents/carers/escorts need to speak to a member of staff, leave a message or make an appointment to come into school, they should speak to staff at reception who will help.
- Secondary pupils finish school at **3.15pm** and will exit school through the main entrance.
- Staff supervise the pupils through the exits to where they meet their escorts or parents/carers waiting outside.
- Independent travellers leave the school site to walk or catch public transport home.
- Please keep the entrance area clear so that the pupils can then be escorted through to exit quickly and safely.
- If a discussion is required by a parent/carers at the end of the day, please let reception staff know and take a seat until a staff member is free to talk.

The entrance:

- Our front entrance and reception are waiting areas, a place to greet each other or a pathway to other areas – as such we try not to speak about the pupils in front of them and we expect everyone to be respectful at all times.
- Safety doors leading from the entrance area are secured automatically and released by staff members.
- All parents/carers and visitors must sign in, wear ID and be accompanied by a member of staff when visiting any part of the school beyond the entrance (unless visiting the toilet).
- Mobile phones should not be used anywhere and photographs, videos or recordings **must not** be taken on the school site.

Transition & settling in:

- A Transition Plan may include a parent/carers visit to their child's class when they first begin at school if agreed it is supportive and effective.



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- Other visits by parents/carers to their child's learning area will be by prior agreement and planned accordingly so that there is minimal disruption to pupils' learning.
- If a pupil is ill during the day, or showing extended signs of distress during their transition and settling in period, we will contact parents/carers to discuss the best action to take.

Concerns or complaints:

- If you have any concerns, please ask to speak to a member of the Senior Management Team in the first instant.
- Please use the complaints procedures if you feel that your concern has not been effectively answered/dealt with.