



ADULT BEHAVIOUR POLICY



Approved by Trust Board on:	February 2018
Reviewed on	November 2026
Review due	November 2026

1.1.ADULT BEHAVIOUR POLICY

1. Policy Aim

Nightingale Primary Schools expect high standards of behaviour to be employed by all individuals on its premises. The Academy is a place where adults model the behaviour taught to, and expected of, pupils.

This adult behaviour policy establishes:

- (a) the behaviour expected of parents, carers visitors and volunteers (**Adults**) on the Academy premises; and
- (b) the procedures in place for dealing with any incidents of unacceptable behaviour or harassment.

2. Access to premises

- 2.1 The Academy sets the criteria for access to the premises at Nightingale Primary School and Nightingale
- 2.2 The Premises are private property and any adult on the Premises without consent is deemed to be trespassing.
- 2.3 Adults have a licence to come onto the Premises only at the following times:
 - (a) the beginning of the school day;
 - (b) the end of the school day; and
 - (c) by appointment or invitation at all other times.
- 2.4 Any adult on the Premises without permission or outside the times specified in Paragraph 2.3 above may be liable to criminal action under section 547 of the Education Act 1996.
- 2.5 Any Adult whose behaviour is unreasonable, threatening or abusive (physical and verbal) may be banned from the Premises in accordance with the Persistent Complaints and Harassment Policy.

3. Expected Behaviour

- 3.1 The Academy expects Adults to:
 - (a) treat Academy staff, pupils and Local Governors with courtesy and respect;
 - (b) behave reasonably;
 - (c) respect the needs of pupils and staff within the Academy;
 - (d) never use, or threaten to use, violence;
 - (e) never be aggressive or give verbal abuse;
 - (f) recognise the time constraints under which staff in the Academy work;

- (g) following procedures and rules in place, for example the parking rules or the complaints policy;
- (h) correct pupil's behaviour appropriately and proportionately;
- (i) respect the environment by keeping it clean and tidy.

3.2 Adults will not:

- (a) discriminate against any individual on the basis of race, ethnicity, religion, belief, attainment, disability, sexuality or background;
- (b) engage in inappropriate conversations with pupils and report any pupil's inappropriate conversations to a staff member immediately;
- (c) without authorisation, discuss confidential information about an individual with another Adult.
- (d) Smoke or misuse substances/or appear to have misused substances onsite

4. Inappropriate Behaviour

4.1 Inappropriate behaviour is taken very seriously and the Academy shall have absolute discretion to determine whether the behaviour of an Adult is contrary to this Policy.

4.2 Examples of inappropriate behaviour include, but are not limited to:

- (a) any form of verbal abuse, threatening behaviour, racists and sexual comments or violence;
- (b) or publishing falsified information'
- (c) trespassing on the Premises;
- (d) unnecessary physical contact;
- (e) subjecting staff to a pattern of persistent and unreasonable behaviour. Such behaviour may be face-to-face, by telephone, in writing or electronically (including email, websites or social media).

Inappropriate behaviour may be subject to the sanctions contained in the Persistent Complaints and Harassment Policy. In extreme cases, the behaviour may constitute an offence under the Protection from Harassment Act 1997. If so, the Police have powers to take action against the offender.

5. Social Media and Message Services

5.1 Adults may not attempt to connect to individual members of the Academy staff through social media platforms or message services (for example WhatsApp) without their express consent. Unsolicited connection requests will be reported to the Headteacher. Adults may follow official social media posts of the Academy (for example Twitter, Instagram etc) without consent.

- 5.2 Adults may not post content online or through message services (either as themselves or anonymously) which is damaging to any member of staff, pupil, Adult or the Academy.
- 5.3 Inappropriate social media or message service behaviour by an Adult will be reported to the platform or service immediately by the Headteacher and (where required) the Police. An Adult may be asked by the Academy to remove any comment posted on such platform.

2. Preventing inappropriate behaviour

- 2.1. The school understands that there are certain measures which can be taken to significantly reduce the potential harm to members of staff and pupils.
- 2.2. The headteacher will conduct a risk assessment involving evaluating the possible harm to others from abusive or violent visitors, and providing effective control measures.
- 2.3. All members of staff will undergo personal safety training in order for them to be able to:
- Recognise conflict before it leads to aggression.
 - Effectively manage and diffuse aggressive behaviour.
 - Recognise verbal and non-verbal indicators which may lead to aggression.
 - Develop their confidence in managing conflict and the resulting stress.
 - Minimise the risk of an individual experiencing harm due to aggression.

3. Managing inappropriate behaviour

- 3.1. In the instance of inappropriate behaviour, the school will follow a number of procedures, depending on the severity of the situation.
- 3.2. In the first instance, the adult who is creating a nuisance or disturbance will be asked to leave the premises or will be invited into a separate room to calm down.
- 3.3. If the adult has been previously barred from the premises, or has exceeded their implied licence and is causing a disturbance, the school will contact the police in order for the individual to be removed from the premises.

- 3.4. The school will also contact the police in the event of any serious violence and assault, and in the event of any actual harm caused to an individual.
- 3.5. Instances of inappropriate behaviour will be recorded in writing by all members of staff involved using an Incident Reporting Form and will be given to the headteacher.
- 3.6. The headteacher will invite the individual to attend a meeting in which to discuss their inappropriate behaviour, and explain that further disturbance may result in the individual being barred from the premises.
- 3.7. If disturbance continues after meeting with the headteacher, or where there is a one-off extreme case of violence, the school has the power to bar the individual from entering the school property for a limited time, subject to review. (DfE, p.4)
- 3.8. Prior to barring an individual, the following process will be adhered to:
- The headteacher will warn the individual in writing explaining why the incident was unacceptable, informing them that the governing body and LA will consider barring them and when this decision will be made.
 - The letter will also give the adult a chance to respond in writing and express their views. If a complaint arises, it will be dealt with in accordance with the Complaints Procedure Policy.
 - After receiving the adult's views, the decision will be reviewed by the governing body and LA, and a final decision will be made as to whether the adult will be barred from the premises.
 - Following a bar, the headteacher will send a written letter informing the individual of this and the timescale during which they are prohibited from entering the premises.
 - If a bar has been conducted due to a serious assault, a statement will also be given to the individual indicating that the local council and police have been informed.
 - If necessary, the headteacher will clarify any arrangements for collecting, or delivering pupils to, the school gates. This will be communicated clearly to the individual.
 - All bars will be reviewed by the headteacher, governing body and LA on a termly basis, and will take into account any subsequent patterns of behaviour.
 - If the school decides to allow the adult back on to the premises, the individual will be informed of this in writing.

- Any adults wishing to complain about being barred can do so by letter or email to the headteacher or governing body, following the school's Complaints Procedure Policy.
- If an adult wishes to lodge a further appeal, complaints cannot be escalated to the DfE; the only remaining avenue of appeal is through the Courts and, therefore, independent legal advice must be sought.¹

3.9. The school understands that parents/carers retain the right to an annual consultation about the educational progress of their child(ren); however, the headteacher will decide who will be present at this meeting and determine its location.

4. Monitoring and review

- 4.1. The headteacher will review this policy on an annual basis and make any changes necessary.
- 4.2. All adults will be provided with a copy of this policy upon their attendance at the school, and will be required to familiarise themselves with the procedures and guidelines outlined.

¹ DfE (2016) 'Best Practice Advice for School Complaints Procedures 2016', p.14