



<p><b>Princess Frederica CE</b> College Road, London, NW10 5TP Phone: 0208 969 7756</p>		<p><b>VA Primary School</b> Head of School – Ms N Christopher Executive Head Teacher – Ms S Bouette Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a></p>
---	---	---

<h2>Abusive Parents, Carers and Visitors Policy</h2>		
Governing Board with Responsibility	Full Governing Board	
Reviewed/Revised	Summer 2024	
Date of Next Review	Summer 2025	
Agreed by Governors	15.05.24	
Additional Notes	The policy must be reviewed annually.	

Vision statement


**‘Belonging, learning and growth for life in all its fullness’**

Mission Statement

At Princess Frederica we:

- Promote social, emotional, spiritual and educational growth in all our children**  
*(This is how we develop character)*
- Impart the gifts of self-confidence, determination and curiosity with a rich and creative curriculum**  
*(This is the way we educate)*
- Create a positive impact on our local and global community and environment**  
*(This is our footprint on the world and community)*
- Nurture friendship, kindness and respect**  
*(This is how we treat each other)*

The Governing Board at Princess Frederica believes that working with everyone concerned with a child’s welfare can only bring benefit. However, there are occasions when negative views are expressed in the form of aggressive or violent language or behaviour. This is

<p><b>Princess Frederica CE</b> College Road, London, NW10 5TP Phone: 0208 969 7756</p>		<p><b>VA Primary School</b> Head of School – Ms N Christopher Executive Head Teacher – Ms S Bouette Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a></p>
---	---	---

unacceptable because all staff members are entitled to work without fear of abuse or violence.

Parents and Visitors are expected to: -

- Demonstrate a good example for the children in how they speak and behave;
- Work with staff so that together they can resolve any concerns; and
- Ensure that they correct their children when their behaviour is unacceptable and could create an intimidating or unsafe situation for others.
- Respect the environment of the school so that it remains clean and tidy.

Unacceptable behaviour includes:

- Speaking in an aggressive or threatening way;
- Shouting at a person or on the telephone;
- Physical intimidation including standing too close and shaking a fist;
- Making threats;
- Swearing;
- Assault of any kind including pushing;
- Spitting;
- Derogatory and discriminatory comments; and
- Breaking the school's security procedures


This list is not exhaustive.

Unacceptable behaviour may result in the Police being informed of the incident. Access to the school is decided by the Head of School. Parents and carers will normally be granted access to certain areas of the school; however, they do not have any right of access. Anyone deemed to have behaved in an unacceptable way may be banned from the school premises.

Visitors and parents/carers are also obliged to act in a manner consistent with the school's Safeguarding and Child Protection Policy, which may include a sign-in process, visitor identification, and supervision while on school grounds. All visitors will be notified of these requirements by the computer script on entry and/or office staff.

Guidance on actions and procedures:

1. If someone is becoming aggressive or abusive, try and draw them away from an area where there are children present and seek immediate help from another member of staff;
2. The member of staff should report what has happened to a member of the Senior Leadership Team (SLT) and record the event on the Incident form which should then be given to the Head of School;
3. A member of the SLT should try and resolve the situation through discussion and mediation;

<p><b>Princess Frederica CE</b> College Road, London, NW10 5TP Phone: 0208 969 7756</p>		<p><b>VA Primary School</b> Head of School – Ms N Christopher Executive Head Teacher – Ms S Bouette Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a></p>
---	---	---

4. If this does not resolve the matter and the unacceptable behaviour continues, the person should be asked to leave the premises. If they fail to do so, the Police should be called; this may lead to prosecution;
5. The Head of School may then decide to ban the person for a period of time;
6. They will be informed in writing of the ban and the reasons for it, the review date, and the action that will be taken if they breach the ban. The letter will detail the arrangements that have been made for the parent/carer to receive appropriate information about their child's education (correspondence templates below); and
7. The Chair of the Governing Body should be informed.
8. An Incident report form must be completed. (Appendix A)

Incident report form:

Relevant incidents include trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to property. Where possible, the form should be completed before any discussion between witnesses is possible, as this might lead to allegations of collusion.

This form should be completed as fully as possible, using a continuation sheet if necessary. For any incident involving or witnessed by a pupil or parent/carer/visitor, a member of staff should complete the form on their behalf.

The completed form should be passed to the Head of School for appropriate action and recording.

<p><b>Princess Frederica CE</b> College Road, London, NW10 5TP Phone: 0208 969 7756</p>		<p><b>VA Primary School</b> Head of School – Ms N Christopher Executive Head Teacher – Ms S Bouette Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a></p>
---	---	---

**Appendix A**


**INCIDENT REPORT FORM**

1. Date of incident.....
2. Time of incident.....
3. Name of member of staff reporting incident .....
4. Details of the person assaulted or abused .....
5. Name and details of person causing incident .....
6. Description of incident plus names of persons involved, location, nature of any injuries, attendance of emergency services, etc.  
.....  
.....  
.....  
.....
- (please continue on attached paper if needed)
7. Witness or witnesses (if any); name and address  
.....  
.....
8. Outcome.....  
.....
9. Have there been any previous incidents with the same person? .....
- If Police were involved,
10. Name of police officer .....
11. Incident number.....
12. Name of person completing form.....

Signature

Date

Please return to the Head of School as soon as possible

<p><b>Princess Frederica CE</b> College Road, London, NW10 5TP Phone: 0208 969 7756</p>		<p><b>VA Primary School</b> Head of School – Ms N Christopher Executive Head Teacher – Ms S Bouette Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a></p>
---	---	---

**Appendix B**

**(Warning letter to be sent by e-mail and to home address.**

**Head of School: to parent/carer with child/ren at the school**

Dear .....,

I have received a report about your conduct at the school on **(enter date and time)**.

**(Add factual summary of the incident and of its effect on staff, pupils, other parents.)**


I must inform you that the governing body will not tolerate conduct of this nature on its premises and will act to protect its staff and pupils.

Therefore if, in the future, I receive any more reports of conduct of this nature I will be forced to consider removing your permission to enter the school grounds and buildings. Under section 547 of the Education Act 1996, I am able to have you removed from the school and you could be liable for prosecution.

Nevertheless, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report which I have received about your conduct. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct.

Yours sincerely,

Head of School

<p><b>Princess Frederica CE</b> College Road, London, NW10 5TP Phone: 0208 969 7756</p>		<p><b>VA Primary School</b> Head of School – Ms N Christopher Executive Head Teacher – Ms S Bouette Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a></p>
---	---	---

## Appendix C

**(Banning Letter to be sent by recorded delivery,  
from the Governing Board: to parent of child/ren at the school)**

Dear .....

I have received a report from the Head of School about your conduct on **(enter date and time)**. **(Add factual summary of the incident and of its effect on staff, pupils, other parents.)**

I must inform you that the governing body will not tolerate conduct of this nature on its premises and will act to protect its staff and pupils. On the advice of the Head of School, I am therefore instructing that until ..... **(add date)** you are not to enter the school premises. If you do not comply with this instruction, I may arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

For the duration of this decision you may bring your son(s)/daughter(s) **(complete as appropriate)** to school and collect them/him/her **(delete as appropriate)** at the end of the school day, but you must not go beyond the school gate.

Arrangements have been made for your son(s)/daughter(s) **(insert child/ren's names)** to be collected and returned to you at the school gate by a member of the school's staff.

The withdrawal of permission for you to enter the school premises takes effect immediately.

However, before confirming my decision, I would like to give you the opportunity to write to me with any comments or observations of your own in relation to the report which I have received from the Head of School. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct.


To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by **(state date ten working days from the date of letter)**.

If on receipt of your comments I consider that my decision should be confirmed, or extended, you will be supplied with details of how to pursue a review of the circumstances of your case.

In any event, the decision to withdraw your licence to enter the school premises will be reviewed by ..... **(complete as appropriate)**. That review will take account of any representations that you may have made and of your subsequent conduct.

Yours sincerely,

Chair, Governing Board at Princess Frederica

<p><b>Princess Frederica CE</b> College Road, London, NW10 5TP Phone: 0208 969 7756</p>		<p><b>VA Primary School</b> Head of School – Ms N Christopher Executive Head Teacher – Ms S Bouette Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a></p>
---	---	---

**Appendix D**

**(Banning Letter, from the governing body: to a member of the public)**


Dear .....

I have received a report from the Head of School at Princess Frederica School about your conduct on **(enter date and time)**. **(Add factual summary of the incident and of its effect on staff, pupils, other parents.)**

I must inform you that the governing board will not tolerate conduct of this nature on its premises and will act to protect its staff and pupils. On the advice of the Head of School, I am therefore instructing that you are not to reappear on the premises of Princess Frederica. If you do not comply with this instruction, I may arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted, you are liable to a fine of up to £500.

Yours sincerely,

Chair, Governing Board at Princess Frederica

<p><b>Princess Frederica CE</b> College Road, London, NW10 5TP Phone: 0208 969 7756</p>		<p><b>VA Primary School</b> Head of School – Ms N Christopher Executive Head Teacher – Ms S Bouette Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a></p>
---	---	---

**Appendix E**

**(Letter updating a banning letter, from the Governing Body, confirming ban: to parent/carer with child/ren at the school)**

Dear .....

On **(give date)** I wrote to you informing you that on the advice of the Head of School, I had withdrawn permission for you to come onto the premises of Princess Frederica School ..... **(insert date)**. To enable the governing board to determine whether to confirm this decision, or to impose it for a longer period, I gave you the opportunity to give your written comments on the incident concerned by **(give date)**.

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

In the circumstances, and after further consideration of the Head of School's report, I have determined that the decision to withdraw permission for you to come onto school premises should be confirmed/extended. **(delete as appropriate)**

I am therefore instructing that until ..... **(insert date)** you are not to come onto the premises of the school without the prior knowledge and approval of the Head of School. If you do not comply with this instruction, I may arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted, you are liable to a fine of up to £500.

Notwithstanding this decision, the Head of School and staff at Princess Frederica remain committed to the education of your child/children **(delete as appropriate)**, who must continue to attend school as normal under the arrangements set out in my previous letter.


The governing board will take steps to review the continuance of this decision by **(give date)**. When deciding whether it is necessary to extend the withdrawal of permission to come onto the school's premises, the governing board will take into account the extent of your compliance with the decision, any appropriate expressions of regret and assurances of future good conduct received from yourself, and any evidence of your co-operation with the school in other respects. **(Include where the incident has arisen within the context of a parental complaint against the school:)**

Finally, I would advise you that I have asked the Head of School to ensure that your complaint **(give brief details)** is considered under the appropriate school procedure. You will be contacted about this by the school in due course. **(Include if applicable)**

Yours sincerely,

Chair, Governing Board at Princess Frederica



<p><b>Princess Frederica CE</b> College Road, London, NW10 5TP Phone: 0208 969 7756</p>		<p><b>VA Primary School</b> Head of School – Ms N Christopher Executive Head Teacher – Ms S Bouette Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a></p>
---	---	---

**Appendix F**

**(Letter, from the governing body, following formal review of a banning letter, extending ban: to parent/carer with child/ren at the school)**

Dear .....

I wrote to you on ..... **(insert date)** withdrawing permission for you to come onto the premises of Princess Frederica until ..... **(insert date)**. In that letter I also advised you that I would take steps to review this decision by ..... **(insert date)**.

I have now completed the review. However, after consultation with the Head of School, I have determined that it is not yet appropriate for me to withdraw my decision. **(Give a brief summary of reasons)**


I therefore advise that the instruction that you are not to come onto the premises of Princess Frederica School without the prior knowledge and approval of the Head of School remains in place until ..... **(insert date)**.

I shall undertake a further review of this decision on ..... **(insert date)**.

**(Insert if the letter is from the governing board)** If you are dissatisfied with this decision, you have a right to request a review of the decision by the governing board.

Yours sincerely,

Chair, Governing Board at Princess Frederica

<p><b>Princess Frederica CE</b> College Road, London, NW10 5TP Phone: 0208 969 7756</p>		<p><b>VA Primary School</b> Head of School – Ms N Christopher Executive Head Teacher – Ms S Bouette Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a></p>
---	---	---

**Appendix G**

**(Letter, from the governing body, following formal review of a banning letter, ending ban: to parent/carer with child/ren at the school)**

Dear .....

I wrote to you on ..... **(insert date)** informing you that I had withdrawn permission for you to come onto the premises of Princess Frederica until ..... **(insert date)**. In that letter I also advised you that I would take steps to review this decision by ..... **(insert date)**.

I have now completed the review. After consultation with the Head of School, I have decided that it is now appropriate to change that decision and I am therefore restoring to you the permission to come onto the school premises, with immediate effect.

I trust that you can now be relied upon to act in full co-operation with the school and that there will be no further difficulties of the kind which made it necessary for me to prevent you entering the premises.

I should point out that if there is any repetition of your behaviour, I shall not hesitate to withdraw permission for you to come onto the premises once more.

Yours sincerely,

Chair, Governing Board at Princess Frederica