



## **Margaret Roper School Policy for removing or restricting access of third parties to the School Premises**

**Agreed by Board of Governors: 08 July 2025  
Review Date: June 2028**

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, Mission Statement, Parent Conduct Policy and On-line Safety Policy (see school website).

However, in a very small number of cases, the behaviour of some 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.

If the visitor's behaviour is unreasonable, permission for them to be on the school premises may be withdrawn and they will become a trespasser.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 Head Teacher (or colleague/member of SLT) for support.
- In the event of violence or aggression, contact the police using 999.

## After the Incident

The Head Teacher 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. Completed reports will be uploaded onto the school CPOMS system.
- Make it clear that the reports may be disclosed to the offender and the witness should say whether or not they are prepared for this to happen.
- Consider whether the offender should be banned and for how long or whether they should be given a warning letter.
- The Head Teacher will discuss this with the Chair of Governors and keep them informed throughout the process.
- If a warning letter is thought appropriate, a letter will be sent to the offender. (**See Model Letter 1**).
- If a ban is appropriate, the Head Teacher will give the offender an opportunity to make representations about this before finalising the ban. If the Head Teacher considers it unwise to allow the offender back on the premises at this time, they will impose a temporary ban for a week, to give the offender an opportunity to make representations in writing (**See Model Letter 2**). As soon as this happens the Head Teacher will write to the offender 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, together with the Chair of Governors, at the end of that period.

## Legal Advice

The school can seek legal advice whenever it is appropriate.

## 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 problems, the Head Teacher may contact the local Police Station or the school's Police Liaison Officer for advice.

Policy reviewed by the Full Governing Board on: 08 July 2025

Next review date: June 2028

**INCIDENT REPORT FORM**

This includes trespass, nuisance or disturbance on school premises, verbal abuse or harassment, written abuse or harassment (emails and social networking sites), cyber-bullying, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal or school property.

This form should be completed as fully as possible (please use a continuation sheet if necessary). For an incident involving or witnessed by a child, a member of staff should complete the form on their behalf. However, any discussion between one witness and another should not precede completion of the form, as this might lead to allegations of collusion.

Date of incident .....

Day of week .....

Time .....

**1. Member of staff reporting incident**

Name .....

Position .....

**2. Personal details of person assaulted/verbally abused (if appropriate)**

Job/Position (if member of staff) .....

**3. Details of trespasser/assailant(s) (if known)**

.....  
.....  
.....

**4. Witness(es) if any**

Name .....

Address .....

Age (approx) ..... Sex .....

**Other information**

Relationship between member of staff/pupil and trespasser/assailant, if any.

.....

**5. Details of incident**

- a) **Type of incident** (eg if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment received etc).

.....

- b) **Location of incident**

.....

- c) **Other details:** describe incident, including, where relevant, events leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present?

.....

.....

.....

.....

- 6. **Outcome:** (eg Whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action?).

.....

**7. Other information (to be completed as appropriate)**

- a) Is trespasser/assailant known to have been involved in any previous incidents YES/NO?

.....

- b) Give date and brief details of (b) if known.

.....

- c) Name and contact details of police officer involved, and incident number or crime reference number, as appropriate.

.....

- d) Any other relevant information.

.....

Signed .....

Position .....

Date.....

**Model Letter 1 –  
warning letter from Head Teacher**

Dear

**Re: 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

Head Teacher

**Model Letter 2 –**

**Ban from school premises for one week (or so) whilst obtaining the parent's account and views from Head Teacher**

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

### **Model Letter 3 –**

Head Teacher

#### **Ban from school premises for specified period from Head Teacher**

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.

Head Teacher

**Unban from school premises from Head Teacher**

**School**

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

**Model Letter 5 –**

Head Teacher