

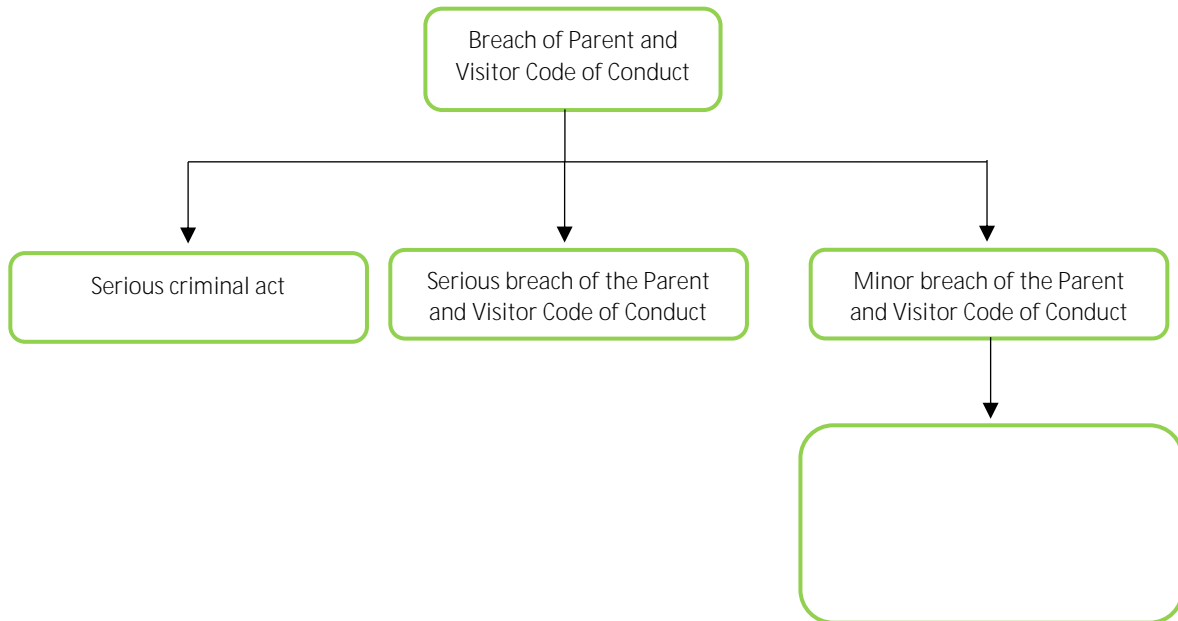
- Defamatory, offensive or derogatory comments regarding the school/Trust or any of the pupils/students, parents, staff, academy councillors or trustees at the school/Trust on any social media sites;
- Use of equipment to record conversations with members of staff, academy councillors or trustees without their consent;
- Use of physical aggression towards another adult or child. This includes physical punishment against own child on school/Trust premises, which is likely to put a child at risk of harm or constitute a safeguarding breach, which will lead to immediate action.
- Approaches to someone else's child in order to discuss or chastise them because of the actions of this child towards their own child (such an approach to a child may be seen to be an assault on that child and may have legal consequences);
- Smoking and consuming alcohol or other drugs whilst on school/Trust property.
- Damage or destruction of school/Trust property; and
- Dropping litter on school/Trust property.

5. Inappropriate use of social media

In the event that any parent/carer of a pupil/student at one of TMET's schools or other community member is found to be posting libellous or defamatory comments on social media sites, they will be reported to the appropriate 'report abuse' section of the social media network site. All social media sites have 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. TMET will also expect that any parent/carer, pupil/student or community member removes such comments immediately.

Appendix A:

Approach to dealing with breaches of the Parent and Visitor Code of Conduct



Appendix B:

Parent and Visitor Code of Conduct
Incident Report Form

| | | | |
|--|--|-------------------------------|--|
| School: | | | |
| Date of incident: | | Time of incident: | |
| Details of person reporting incident | | | |
| Name: | | Position: | |
| Details of person assaulted/verbally abused (if appropriate) | | | |
| Name: | | Position (if member of staff) | |

Appendix C: Warning letter

Sample warning letter that may be sent to a parent, carer or visitor. The actual wording may need to be amended dependent on the circumstances.

Dear <<insert name>>

I have received a report about your conduct on <<enter date>> and <<enter time>> when you [add summary of the incident and of its effect on staff, pupils, other parents].

I must inform you that <<enter school name>> will not tolerate conduct of this nature on its premises and will act to defend its staff and pupils.

This letter serves as a written warning, in accordance with the school's disciplinary policy.

Appendix D1: Temporary ban from site model letter for parent or carer

Sample initial ban letter that may be sent to a parent, carer or visitor. The actual wording may need to be amended dependent on the circumstances.

Dear <<insert name>>

I have received a report about your conduct on <<enter date>> and <<enter time>> when you [add summary of the incident and of its effect on staff, pupils, other parents].

I note that you have had a written warning about your conduct in the past.

I must inform you that <<enter school name>> will not tolerate conduct of this nature on its premises and will act to defend its staff and pupils.

Whilst this is being further investigated, I have decided that you may not be present on the school premises, unless for a pre-arranged meeting, from now until <<insert date>>, when the situation will be reviewed. The withdrawal of permission for you to enter the school premises takes effect immediately and includes all school buildings, playgrounds and fields.

Appendix D2: Ban from site model letter for parent or carer

Sample ban letter that may be sent to a parent, carer or visitor. The actual wording may need to be amended dependent on the circumstances.

Dear <<insert name>>

I write to you with regard to my letter dated <<insert date>> requesting your account of the events described in that letter and asking you to explain the position from your point of view. [~~Delete as appropriate~~] I have met with you to discuss the concerns/ I have not received a written response from you/I have received a letter from you dated [date], the contents of which I have carefully considered.

In the circumstances, and after further consideration, I have determined that the decision to withdraw permission for you to come onto school premises should be confirmed. I am therefore instructing that, until further notice, you are not to come onto the school premises without prior knowledge and approval. If you do not comply with this instruction, I shall arrange for you to be removed from the premises. If you cause a nuisance or disturbance on the premises, you may be prosecuted under Section 547 of the Education Act 1996; if convicted under this section, you are liable to a fine of up to £500.

Even though we have taken this decision, the staff at <<insert school name>> remain committed to the education of your child(ren), who must continue to attend school as normal under the arrangements set out in my previous letter.

This decision will be reviewed again <<(insert review date which should be a reasonable period and no longer than 6 months)>>.

Yours faithfully,

Principal

<<insert s name>>