



# CONDUCT AND HARASSMENT POLICY

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Version	1.0
Approved By	Trust Board
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**REVIEW HISTORY**

VERSION NO.	DATE OF CHANGE	CHANGE SUMMARY	PAGE NO.
1.0	28.6.2020	Ratified by Trust Board	
1.0	22.2.2021	Updated in new brand	
2.0	June 2022	Updated details under section 3	3-5
3.0	30.08.22	Updated in new brand	

## 1. PURPOSE

This policy is to be used for handling inappropriate, unreasonable, threatening, or abusive behaviour.

To be read alongside:

- Staff Code of Conduct Policy

## 2. OVERVIEW

2.1 The Trust is fully committed to working with parents, carers and community members in a positive constructive partnership for the benefit of children in our Trust.

2.2 Occasionally parents, carers or community members treat staff and others in a way that is unacceptable. This is of particular concern when pupils, who have the right to feel safe and expect all adults on Trust grounds to act as positive role models of respectful behaviour, witness such action.

2.3 The Trust does not accept unreasonable, persistent, harassing, aggressive or abusive behaviour towards any members of our team.

## 3. OUR EXPECTATIONS

3.1 Anyone who engages with our Trust is expected to:

3.1.1 Respect the ethos, vision and values of our schools and work with us in the best interest of our pupils

3.1.2 Treat all members of the Trust community with courtesy, respect, and speak to them in an appropriate manner.

3.1.3 Ensure that pupils, staff, parents and volunteers feel safe and free from intimidation at all times.

3.1.4 Avoid the use of violence, of violence towards people or property and always seek a peaceful resolution to any areas of concern.

3.2 **The Trust will not tolerate any form of physical or verbal aggression against, inappropriate comments or behaviour towards members of the Trust community.**

3.3 Physical or verbal aggression means: unreasonable, harassing, or abusive behaviour in person, on the telephone, or in writing. Including the below:

3.3.1 Expressed in a harsh, sharp or inappropriate manner, especially if witnessed by pupils.

3.3.2 Perceived as aggressive, intimidating, unreasonable, and abusive or threatening in any way.

3.3.3 Presenting as disrespectful, aggressive or in a threatening manner including swearing and use of offensive language

3.3.4 Pursued in a manner, which causes undue stress to staff, pupils, other parents or anyone in the Trust community.

3.4 Inappropriate conduct or behaviour also includes:

3.4.1 Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)

3.4.2 Sending abusive messages to another member of the school community, including via text, email or social media

3.4.3 Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms

3.4.4 Use of physical punishment against your child while on school premises

3.4.5 Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention

3.4.6 Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)

3.4.7 Possessing or taking drugs (including legal highs)

#### **4. HOW THE TRUST WILL RESPOND**

Where the Trust feels that inappropriate, unreasonable, harassing, threatening, or abusive behaviour has occurred some or all of the following steps, in a proportional manner, may be taken:

4.1 Inform the person that their behaviour is now considered by the Trust to be unreasonable or unacceptable and request that they change their approach. This will always be reported to the senior leadership team in the school.

4.2 Inform the person in writing that the Trust considers their behaviour to fall under the terms of this policy and demand a change in behaviour.

4.3 Require any future meetings with a member of staff to be conducted with a second person present.

4.4 That any future meetings to be prearranged by contacting the Trust first.

4.5 Minutes of any meeting to be taken.

4.6 Inform the person that, with the exception of emergencies, the Trust will respond only to written communication and that these may be required to be channelled through a third party chosen by the Trust. For example, the Chair of Governors, Trustee, Member or solicitor.

4.7 Inform the person that, except for emergencies or any urgent communication regarding their child, the Trust will respond to their correspondence within 10 working days.

- 4.8 Ban the individual from entering the Trust sites, with immediate effect, until a certain time has elapsed.
- 4.9 Ban the individual from Trust with immediate effect until a letter has been received stating that such behaviour will not happen in future.
- 4.10 Ban the person from Trust sites indefinitely.
- 4.11 Request a Community Protection Order (CPO).
- 4.12 Prosecute under Anti-Harassment legislation.
- 4.13 Call the police to have the individual removed from the premises, as in accordance with The Education Act 1996.

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.