

# Raynville Primary School

## Policy regarding the management of violent and abusive visitors and those who create a nuisance and/or disturbance on school premises



**The key messages the reader should note about this document are:**

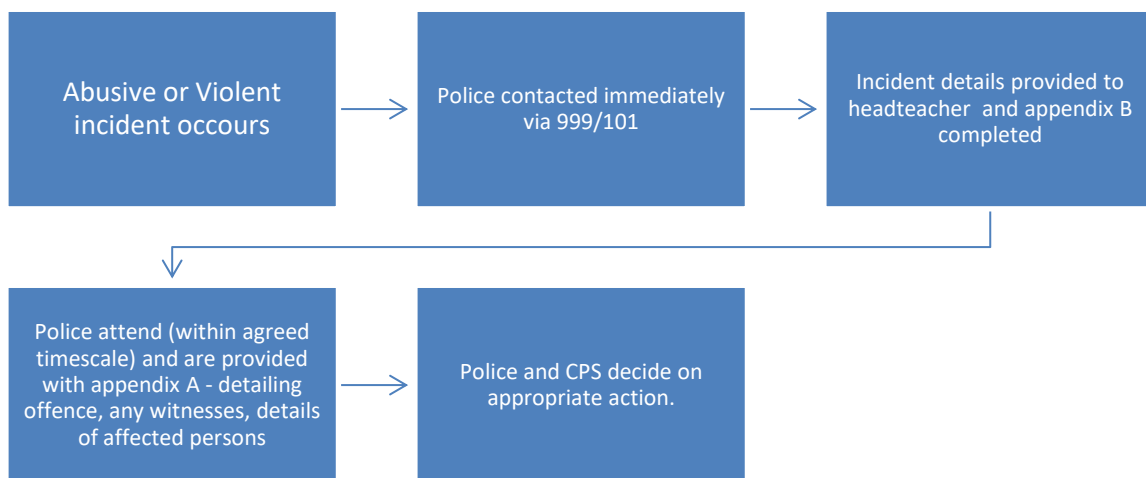
1. Criminal behaviour on school premises will not be tolerated by the school
2. Victims of crime will be supported at all times by the school
3. Where persons cause a nuisance and/or disturbance, they can be restricted indefinitely from school premises

# 1. The purpose of this policy

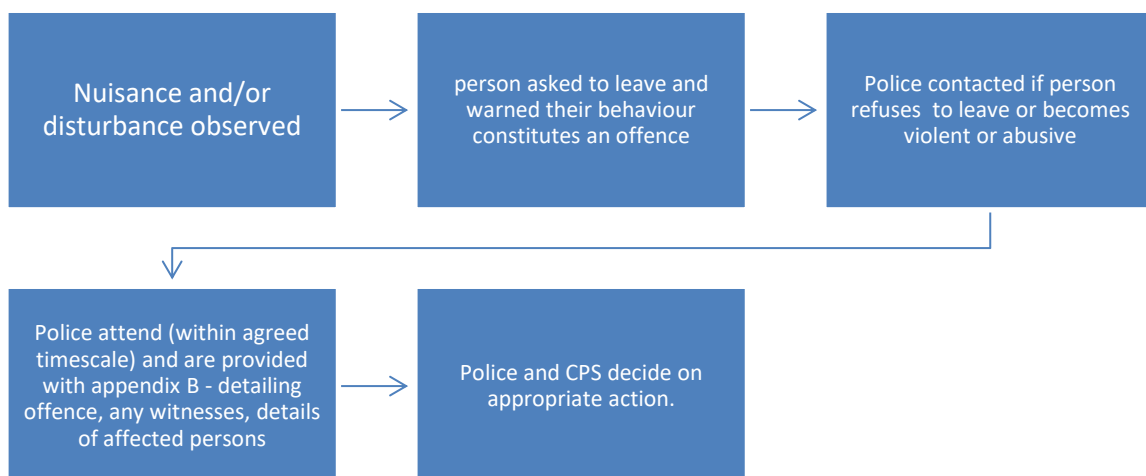
As a general rule, schools are orderly, safe places, where relationships between staff and visitors, especially parents/carers, demonstrate mutual respect and recognition of shared responsibility for pupils' welfare and educational progress. Parental involvement is an important factor in educational success and in dealing with emerging problems at an early stage.

However, on occasion, the behaviour of a few parents/ carers can cause severe disruption or worse, resulting in abusive or aggressive behaviour towards staff, pupils, or other members of the school community.

## 1.1 Violent and/or abusive incident (Flow chart I)



## 1.1.1 Person/s causing a nuisance and/or disturbance (Flow chart II)



## 1.2 Access Restrictions

Day to day access to a school is within the control of the head teacher. Normally parents/carers (and those with parental responsibility) are granted “limited licence” to visit the grounds and buildings of a school.

This licence is on the proviso that visitors maintain an acceptable behaviour, and do not act in any way that may constitute a nuisance or disturbance. This is defined, at the time, by any person employed by the school or local authority, or on school premises as part of their business and directly contracted by the school or local authority. Should this acceptable behaviour not be met, the following process will apply:

- A verbal warning is issued that their current form of behaviour is not acceptable, and constitutes a nuisance and/or disturbance and that they should immediately desist with such behaviour
- The person is asked to leave the premises immediately and advised they are causing a nuisance and/or disturbance and their actions could be constituted as an offence under section 547 of the education act 1996 (flow chart II)

At this point, the following may be initiated:

- initiate a meeting/dialogue with the individual;
- write to the visitor, describing their misconduct, explaining its impact on the school and stating its unacceptability;
- vary the person’s “licence”, say, through the addition of conditions;
- warn of the possibility of a “restriction” (i.e. the withdrawal of their licence) if the misconduct is repeated;
- impose a restriction with a review after a fixed period;
- impose a restriction without review.

It is possible for a head teacher to initiate any of these actions on their own authority and at any stage, but it is less likely to lead to personal confrontation if the more serious sanctions are initiated by the governing body or local authority, as appropriate.

## 1.3 Managing Violent and Abusive Visitors to Schools

Raynville Academy has a duty of care towards its staff and pupils and is responsible for protecting the health and safety of the same.

Whilst this document is mainly about dealing with violence, threatening behaviour or abuse by parents of a pupil in a school, including those cases where the parent has been asked not to come onto the premises, it also address behaviour which constitutes as a nuisance or disturbance caused by parents/visitors. Some of the remedies listed are also applicable when dealing with other intruders on school premises.

Violence, threatening behaviour and abuse against school staff or other members of the school community must not be tolerated. All members of the school community have a right to expect that their school is a safe place in

which to work and learn. There is no place for violence, threatening behaviour or abuse in schools.

Where such behaviour does occur, Raynville Primary will take swift and decisive action against those who commit such behaviour, and will do whatever reasonably practicable to ensure the safety and welfare of staff and pupils alike.

At all times the common purpose remains clear: to achieve a school free of violence, threatening behaviour or abuse, and to ensure all members of the school community, and all visitors to the school, can be confident that they are operating within a safe environment in line with the values and ethos set out by the school.

Where action is taken, this should be led by the headteacher (or deputy in their absence) and the school governing body consulted where possible. Consultation with the governing body should not take such time as to prevent the mitigation of risk from occurring however, and any such mitigating action should be carried out in a timely manner to manage any risk to the lowest level possible.

#### **1.4 The Restriction Process**

The head teacher (or deputy) will need to assemble the full facts before proceeding, making sure that all those involved in any incidents, or witnesses to those incidents, make a full written record as soon as possible. They should:

- write to parent/carer/intruder to record in detail the incident and why it is unacceptable; (see appendix C)
- explain that the school/governing body will consider restricting the parent, giving the parent a period in which they may respond in writing giving their version and why they should not be restricted
- tell the parent when a decision will be made.
- Communicate the decision in writing using the agreed template in appendix D
- Arrange a meeting with the restricted party to mediate and discuss the removal of restrictions, if appropriate, no later than one week prior to the restriction end date. This should be done by the use of appendix E.
- Upon removal of restrictions, a letter should be sent to the restricted party informing them of this (appendix F)

Where there are ongoing criminal proceedings, the restriction should not be withdrawn until these have been completed, or upon the instruction of the police/courts. Reviews should still take place to ensure the child's best interests are being taken into account, and that the restriction is still effective without any breaches, but the restricted party should not be invited onto school premises until criminal proceedings have concluded.

### 1.4.1 The length of a Restriction

The restriction should be finite in length, as only the most serious misconduct would justify an indefinite ban (for example an actual assault on a member of staff or pupil, or on conviction of offence whereby the victim of such offence is either a staff member or pupil)

The duration needs to be sufficient to convey a clear message about the seriousness of the associated misconduct, but not so long as to be disproportionate. The aim should always be to restore “normal” relations as soon as is reasonably practicable. As a general guide, an initial restriction period should be set at a month, but this is not mandatory, and is at the discretion of the headteacher/governing body.

Even if a restriction is permanent, it should be reviewed annually, taking account of subsequent demonstrated patterns of behaviour.

### 1.4.2 Why Restrict?

- it confirms to a parent that the school will not tolerate misbehaviour;
- shows the school takes health and safety of its staff, visitors and pupils seriously;
- it provides a key element in making it easier to use legal remedies to prevent repeated misconduct, including use of S547 of the 1996 Education Act to enable Police removal and possible prosecution of those on school premises without permission;
- it may form the basis for an application for an injunction to curtail repeated instances of misbehaviour.

### 1.4.3 Parental Rights

Every attempt should be made to maintain normal communications with parents/carers, including giving them the opportunity to participate in elections for parent governors for example.

Even where a parent/carer has been restricted from the school premises, they retain their right to an annual consultation in relation to the educational progress of their child/ren. However, the school may determine who will be present at the meeting (e.g a senior member of staff might accompany the class teacher) and its location (e.g. it may well be arranged off site).

At all times, the interests of the child should continue to be paramount.

## 1.5 Section 547 of the Education Act 1996

Section 547 makes it an offence for a trespasser on school premises **to cause or permit a nuisance or disturbance**, and allows for the removal and prosecution of any person believed to have committed the offence. The penalty for a person upon summary conviction of this offence is a fine within

band B of the sentencing council's fine bands (between 75% and 125% of the person's weekly income)

A parent/carer of a child attending a school normally has implied permission (limited licence) to be on the school's premises at certain times and for certain purposes but if their behaviour is unreasonable this permission may be withdrawn and they will become a trespasser.

A person who nevertheless persists in entering the school premises and displaying **unreasonable behaviour** may be removed and prosecuted under section 547.

Where a person is suspected of committing this offence, the police should be contacted via 999 for a constable to remove the offender from school property and, where necessary, detain the individual using their powers of arrest under the Police and Criminal Evidence Act 1984 (PACE)

## 1.6 Offences

Regardless of whether an offence under section 547 is committed, other offences may also apply. In these cases the victim of the offence should be fully supported in pursuing criminal charges with the police. It is the victim's decision as to whether to pursue only, and at no point should they be obstructed from doing so as per the victim's code of practice.

### **THE REPORTING AND INVESTIGATION OF CRIMINAL ACTS IS VICTIM LED. NOTHING IN THIS PROCEDURE IS DESIGNED TO PREVENT A VICTIM FROM REPORTING A CRIME**

An example of offences is as follows:

<b>Definition</b>	<b>Meaning</b>
<b>Common Assault</b>	An assault is committed when a person intentionally or recklessly causes another to apprehend the immediate infliction of unlawful violence  A battery is committed when a person intentionally and recklessly applies force to another  <i>Criminal Justice Act 1988 s.39</i>
<b>Assault occasioning actual bodily harm</b>	The offence is committed when a person assaults another and causes actual bodily harm. Bodily harm is any hurt calculated to interfere with the health or comfort of the victim; such hurt need not be permanent, but must be more than transient or trifling  <i>Offences against the Person Act 1861, s.47</i>
<b>Inflicting grievous bodily harm</b>	The offence is committed when a person unlawfully and maliciously either wounds another person or inflicts grievous bodily harm upon another person

	<i>Offences against the Person Act 1861, s.20</i>
<b>Grievous bodily harm with intent</b>	The offence is committed by whosoever shall unlawfully and maliciously by any means whatsoever wound and cause grievous bodily harm to any person with intent to do some grievous bodily harm to any person, or with intent to resist or prevent the lawful apprehension or detection of any person  <i>Offences Against the Person Act 1861, s.18</i>
<b>Threats to Kill</b>	The offence is committed when a person who without lawful excuse makes to another a threat, intending that the other would fear it would be carried out, to kill that other or a third person  <i>Offences Against the Person Act 1861, s.16</i>
<b>Affray</b>	The offence is committed where a person uses or threatens unlawful violence towards another and his conduct is such that would cause a person of reasonable firmness (ie someone of average capacity) present at the scene to fear for his personal safety.  <i>Public Order Act 1986, s.3</i>
<b>Causing fear or provocation of violence</b>	The offence is committed where a person uses towards another person threatening, abusive or insulting words or behaviour, or distributes or displays to another person any writing, sign or other visual representation which is threatening, abusive or insulting; and with the intent to cause that person to believe that immediate unlawful violence will be used against him or another by any person or to provoke the immediate use of unlawful violence by that person or another, or whereby that person is likely to believe that such violence will be provoked  <i>Public Order Act 1986, s.4A</i>
<b>Threatening, abusive or insulting words or behaviour likely to cause harassment</b>	This offence is committed where a person uses threatening, abusive or insulting words or behaviour, or disorderly behaviour or displays any writing, sign or other visual representation which is threatening, abusive or insulting within the hearing or sight of a person likely to be caused harassment, alarm or distress thereby  <i>Public Order Act 1986, s.5</i>
<b>Theft</b>	A Person is guilty of theft if he dishonestly appropriates property belonging to another with the intention of permanently depriving the other of it. <i>Section 1 (1) Theft Act 1968</i>

<b>Criminal Damage</b>	A person who without lawful excuse destroys or damages any property belonging to another intending to destroy or damage such property or being reckless as to whether any such property would be destroyed or damages shall be guilty of an offence. <i>Section 1 (1) Criminal Damage Act 1971</i>
<b>Burglary</b>	A Person is guilty of burglary if he enters any building or part of a building as a trespasser with intent to commit either theft, Grievous Bodily harm, or criminal Damage Or Having entered any building or part of a building as a trespasser he decides to commit theft or attempt to commit theft of anything in the building or that part of it or inflicts grievous bodily harm. <i>Burglary Section 9 Theft Act 1968</i>

### 1.6.1 Reporting to the Police

Any incident of which a criminal offence is believed to have occurred should be reported to the police using either the 101 number, or in the case of emergencies or where a crime is in progress, using the 999 service.

At no stage should a victim of crime be impeded from making a complaint and pursuing charges with the police, and every effort should be made by the school to support them in this process.

The code of practice for victims of crime (2015) clearly states that:

*‘Victims of crime should be treated in a respectful, sensitive, tailored and professional manner without discrimination of any kind. They should receive appropriate support to help them, as far as possible, to cope and recover and be protected from re-victimisation. It is important that victims of crime know what information and support is available to them from reporting a crime onwards and who to request help from if they are not getting it.’*

Therefore it is essential that victims of crime are encouraged and supported by the school to report and pursue offences committed against them.

Where the victim of crime is deemed to be the school i.e. in the instance of criminal damage, then the headteacher or deputy headteacher should pursue this on the schools’ behalf.

**Note: STAFF ARE UNDER NO OBLIGATION TO DETAIN VISITORS BY USING POWERS OF ARREST AND SHOULD ENDEAVOUR TO AVOID THIS WHEREVER IT IS SAFE TO DO SO**

Every person has, under common law, the power to make a ‘citizen’s’ or ‘other person’s’ arrest. There are, however, some significant considerations to take



into account prior to making an arrest, and an arrest should be avoided unless strictly necessary.

It should be noted, that to arrest someone deprives them of their liberty under article 5 of the Human Rights Act 1998.

*'Everyone has the right to liberty and security of person. No one shall be deprived of this liberty save in the following cases and in accordance with a procedure prescribed by law.'*

*'The lawful arrest or detention of a person effected for the purpose of bringing him before the competent legal authority on reasonable suspicion of having committed an offence or when it is reasonably considered necessary to prevent his committing an offence or fleeing after having done so'*

Section 24a of the Police and Criminal Evidence Act (PACE) 1984 states that

**24A (1)** a person other than a constable may arrest without warrant:-

- **(a)** anyone who is in the act of committing an indictable offence;
- **(b)** anyone whom he has reasonable grounds for suspecting to be committing an indictable offence.

**24A (2)** Where an indictable offence has been committed, a person other than a constable may arrest without warrant:-

- **(a)** anyone who is guilty of the offence;
- **(b)** anyone whom he has **reasonable grounds** for suspecting to be guilty of the offence.

**24A (3)** But the power of summary arrest conferred by subsection **(1)** or **(2)** is exercisable only if:-

- **(a)** the person making the arrest has reasonable grounds for believing that for any of the reasons mentioned in subsection **(4)** it is necessary to arrest the person in question; and
- **(b)** it appears to the person making the arrest that it is not reasonably practicable for a constable to make it instead.

**24A (4)** the reasons are to prevent the person in question:-

- **(a)** causing **physical injury** to himself or any other person
- **(b)** suffering physical injury
- **(c)** causing **loss or damage to property**; or
- **(d)** **making off** before a constable can assume responsibility for him

**NOTE:** There is no power for private citizens to arrest someone about to commit an offence

**NOTE:** Staff should always look to avoid making an arrest, and rely on the police to use their powers instead. Where possible, situations should be managed by removing everyone from the threat, and contacting the police to manage the incident. Staff should only make an arrest when they are sure it is absolutely necessary and to not do so would result in a higher risk of harm.

## **Part 2 – Appendices**

### **Appendix A – Pro forma for violent/abusive incidents**

A document to be completed as soon as possible after a violent and/or abusive incident committed by a visitor has occurred, and handed to responding police officers.

### **Appendix B - E- Letter templates**

Templates of letters to be sent to visitors by the headteacher (or deputy) warning them around their behaviour, initiating temporary or permanent restrictions, and lifting said restrictions.

**Pro forma for alleged offences committed by visitors**

**PART 1 - Details**

Victim Name(s)	Date, Location & Time of incident
Victim Contact Details	Designation
Offenders name (if known)	Offenders Address (if known)
Brief description of incident	What action is requested of the Police?

**Description of Suspect**

*Only answer with what you can remember. If you cannot remember, do not try and guess.*

How long did you see the suspect for?	
How far away were you?	
How was your visibility at the time?	
Were there any obstructions to your view? If so, what?	
Do you know or have you seen the suspect before?	
Any reason for remembering the suspect?	
Any distinctive marks, tattoos, clothing etc.?	

Suspect Gender?	
Suspect estimated height?	
Estimated build?	
Hair colour?	
Skin colour?	
Estimated age?	
What was the suspect wearing?	

This page should be completed by the attending Police officers and handed back to the reporting staff.

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**I, the below mentioned officer, have received Appendix A completed form:**

<b>Suspect arrested?</b>	<b>YES/NO</b>
<b>Statements Taken?</b>	<b>YES/NO</b>

<b>Police contacted and attended at</b>	<b>Officer name and collar number</b>

## **Appendix B – Introduction of policy letter**

To be sent home to all parents and displayed on internet on inception of this procedure

Raynville Academy

### **Introduction of a policy surrounding the management of violent and abusive visitors and those who create a nuisance and/or disturbance on Raynville school premises**

#### **Why have we taken these measures?**

The teachers and governing body of Raynville Academy encourages close links with parents and the community. It believes that pupils benefit when the relationship between home and school is a positive one.

The vast majority of parents, carers and others visiting our school are keen to work with us and are supportive of the school. However, on the rare occasions when a negative attitude towards the school is expressed, this can result in aggression, verbal and/or physical abuse towards members of school staff or the wider school community.

The governing body expects and requires its members of staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, all members of staff have the right to work without fear of violence and abuse, and the right to defend themselves under Section 3 of the Criminal Law Act 1967 where proportionate and necessary.

We expect parents and other visitors to behave in a reasonable way towards members of school staff, towards each other and towards our pupils. This policy outlines the steps that will be taken where behaviour is unacceptable.

Raynville also has the right under law to remove parents/ visitors who are causing a nuisance and/or disturbance on school property under Section 547 of the Education Act 1996, where by it is an offence under this act to cause a nuisance or disturbance on school premises. This offence is punishable upon summary conviction of a fine within band B of sentencing guidelines.

Types of behaviour that are considered serious and unacceptable and will not be tolerated are as follows (although not limited to):

- shouting at members of the school community, either in person or over the telephone;
- physically intimidating a member of staff, visitor or pupil eg standing very close to her/him;
- verbal or physical threats
- swearing or using offensive language
- hitting, eg slapping, pushing, punching and kicking;
- spitting;
- breaching the school's security procedures.

This is not an exhaustive list but seeks to provide illustrations of such behaviour.

Unacceptable behaviour will result in the local authority and the police being informed of the incident.

### **How Raynville will manage these behaviours**

If a parent/carer behaves in an unacceptable way towards a member of the school community, or causes a nuisance and/or disturbance, the head teacher or appropriate senior staff will seek to resolve the situation through discussion and mediation. If necessary, the school's complaints procedures should be followed.

Where all procedures have been exhausted, and aggression/intimidation or nuisance/disturbance continues, or where there is an act of violence, a parent or carer may be restricted by the headteacher or deputy headteacher from the school premises for a period of time, subject to review.

In imposing a restriction the following steps will be taken:

1. The parent/carer will be informed, in writing, that she/he is restricted from the premises, subject to review, and what will happen if the restriction is breached, eg that police involvement or an injunction application may follow
2. Where an assault has led to a restriction, a statement indicating that the matter has been reported to the local authority and the police will be included
3. The chair of governors/LA will be informed of the restriction
4. Where appropriate, arrangements for pupils being delivered to, and collected from the school gate will be clarified.

### **Conclusion**

The local authority itself may take action where behaviour is unacceptable or there are serious breaches of our home-school code of conduct or health and safety legislation. In implementing this policy, the school will, as appropriate, seek advice from the Local Authority's education, health and safety and legal departments, to ensure fairness and consistency.

This Policy will be reviewed bi-annually.

Signed .....

Chair of Governing Body

Date .....

## Appendix C – Warning of behaviour Letter

**Letter to be sent to individual's home address via recorded post, and a copy to be sent home with child in a sealed envelope**

Dear .....

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

It is alleged that on the above occasion, you acted in a way which caused:

*Delete as appropriate*

- Harassment, alarm and distress
- Another person to believe that immediate unlawful violence would be used against them
- A nuisance/disturbance which challenged the ability of the school to provide an effective service

I must inform you that Raynville Academy will not tolerate conduct of this nature on its premises and will act to protect its staff and pupils at all times.

Therefore if, in the future, should I receive any reports of conduct of this nature I will be forced to consider removing your permission to enter the school grounds and buildings. If you do not comply with that instruction I will 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 upon band B of the sentencing guidelines.

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. 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)*.

Yours sincerely,

Head Teacher/Deputy Headteacher *(delete as appropriate)*

## Appendix D – Restriction Letter

**Letter to be sent to individual's home address via recorded post, and a copy to be sent home with child in a sealed envelope**

Dear .....

I have received a report about an incident involving yourself, which makes reference to your conduct at the Raynville Academy on *(enter date and time)*.

It is alleged that on the above occasion:

*(Delete as appropriate)*

- You acted in a way which caused harassment, alarm and distress
- You acted in a way which caused another person to believe that immediate unlawful violence would be used against them
- You acted in a way which caused a nuisance/disturbance which challenged the ability of the school to provide an effective service contrary to Section 547 of the Education Act 1996.
- You used or threatened unlawful violence towards another and your conduct was such that it caused this person present at the scene to fear for their personal safety contrary to the public order act section 3 1986.
- You caused without lawful excuse the destruction or damage to property belonging to Raynville Primary School, with the intent to destroy or damage such property or were reckless as to whether any such property would be destroyed or damaged contrary to Section 1 (1) of the Criminal Damage Act 1971.

*Select one of the following.....*

Since this incident is further to the warning letter sent on *(insert date of appendix c letter)*

*OR*

Since this incident was so serious in nature,

I must inform you Raynville Academy will not tolerate conduct of this nature on its premises and will act to protect its staff and pupils. I am therefore instructing that until ..... *(add date)* you are not to reappear on the premises of the school. If you do not comply with this instruction I will 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 within band B of sentencing guidelines.

Details of this incident have been passed to West Yorkshire Police, and Raynville Primary will support any prosecution against you were deemed appropriate by the police, and in line with the Code of Practice for Victims of Crime 2015.



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 *(delete as appropriate)* son(s)/daughter(s) *(insert child/rens 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, I still wish to give you an opportunity to provide me in writing any comments or observations of your own in relation to the report which I have received regarding the incident on *(insert date of incident here)* 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 review my decision on this matter at an earlier stage, you are asked to send me any written comments you wish to make by *(state date ten working days from the date of letter)*.

You will be supplied with details of how to pursue a complaint surrounding the circumstances of your case.

In any event, this decision to withdraw your permission to enter the school premises will be reviewed by ..... *(insert date restriction ends)*. That review will take account of any representations that you may have made and of your subsequent conduct.

Yours sincerely,

Headteacher/Deputy Headteacher *(Delete as appropriate)*

Appendix E – Letter inviting restricted party to attend meeting with headteacher

**Letter to be sent to individual's home address via recorded post, and a copy to be sent home with child in a sealed envelope**

Dear .....

I wrote to you on ..... *(insert date)* informing you that I had withdrawn permission for you to come onto the premises of (insert name) School until ..... *(insert date)*.

Since this date is drawing closer, I would like to meet with you, to discuss the review, and understand your thoughts and feeling around the incident which led to the restriction, and also the restriction itself.

This meeting will take place on:

*(insert time and date)*

At *(insert location of meeting)*

Please could you confirm your attendance, or if required an alternative date, no later than one week from the date of this letter.

It is important that we meet to discuss this ongoing process, to ensure that your voice is heard, and that the Raynville acts in the most appropriate way possible.

Yours sincerely,

The Headteacher/Deputy Headteacher *(delete as appropriate)*

## Appendix F – Restoration of licence to enter school premises

**Letter to be sent to individual's home address via recorded post, and a copy to be sent home with child in a sealed envelope**

Dear ..... *(input name if known. If not, enter parent of ???? child)*

I wrote to you on ..... *(insert date)* informing you that I had withdrawn permission for you to come onto the premises of (insert name) School until ..... *(insert date)*. In that letter I also advised you that I would take steps to review this decision by/meet with you on ..... *(insert date and delete as appropriate)*.

Having completed that review/met with you *(delete as appropriate)* and after consultation with the teaching staff, 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.

You are reminded that the types of behaviour that are considered serious and unacceptable and will not be tolerated are as follows (although not limited to):

- shouting at members of the school community, either in person or over the telephone;
- physically intimidating a member of staff, visitor or pupil eg standing very close to her/him;
- verbal or physical threats
- swearing or using offensive language
- hitting, eg slapping, pushing, punching and kicking;
- spitting;
- breaching the school's security procedures.

This is not an exhaustive list but seeks to provide illustrations of such behaviour

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,

Headteacher/Deputy Headteacher *(delete as appropriate)*