



The Vyne Community School
Acceptable Behaviour of Visitors Policy and
Procedures (non-parent)

Reviewed September 2025

Next Review September 2028

Policy Statement

The Vyne Community School recognises and accepts its responsibility to provide a safe and secure environment for students, employees, and all visitors. This policy sets out the standards of behaviour expected of **visitors who are not parents or carers of students**, including contractors, hirers and users of the facilities, community groups, and any other external individuals who are permitted on site but are not students, parents, or members of staff.

The school will operate within the framework described in this policy during the school day and during community activities outside of the school day. Where appropriate, the Headteacher will seek expert advice to determine the best course of action to deal with incidents. The Headteacher will ensure that staff have the resources, information, and training needed to implement these procedures. All breaches of this policy must be reported to the Headteacher.

Organisation

Governors

The Governors will ensure that:

- This policy is in place and implemented effectively.
- The performance of the policy is monitored through the Headteacher's reports and during governor visits.
- The policy is reviewed every three years. Day-to-day implementation is delegated to the Headteacher.

Headteacher

The Headteacher will:

- Ensure all staff are aware of the standards of behaviour expected of non-parent visitors.
- Establish systems for reporting, recording, and investigating breaches, and take reasonable steps to prevent recurrence.

Site Manager

The Site Manager will:

- Ensure the site team knows how to respond to breaches of this policy.
- Report breaches to the Headteacher.
- Ensure that all **contractors, hirers, visitors, and agency staff** are aware of and adhere to this policy.
- Enforce any preventative measures as required.

Staff

All staff must comply with this policy and the arrangements made by the Headteacher to ensure the safety of students, staff, and others on site.

What Constitutes Unacceptable Behaviour

There is an expectation that **all non-parent visitors** to the school site conduct themselves in a reasonable and responsible manner at all times. This applies to in-person interactions, telephone calls, and all digital communications. Every member of the school community has the right to be on site without fear of harassment, violence, intimidation, abuse, or mistreatment.

The following behaviours are considered unacceptable:

- Shouting, either in person or over the telephone
- Intimidating, threatening, abusive, or insulting language or behaviour
- Aggressive or offensive hand gestures
- Swearing
- Physical aggression (e.g. pushing, hitting, slapping, punching, kicking)
- Spitting
- Racism, homophobia, discrimination of any kind
- Vandalism
- Use of illegal drugs
- Lewd or sexual acts
- Theft
- Trespassing (entering areas beyond permitted zones)
- Unhygienic or unsanitary behaviour
- Recording audio or video without prior consent from the Headteacher
- Gambling
- Consuming alcohol without prior permission from the school

This list is not exhaustive. Any other behaviour deemed inappropriate by the Headteacher will also be addressed under this policy.

Investigating and Recording Incidents

Any allegation of abuse, aggression, or insulting behaviour by a non-parent visitor will be investigated by the Headteacher or a delegated senior leader. The visitor will be informed of the investigation and given the opportunity to provide an account of the incident. Following the investigation, the Headteacher will determine the appropriate action, which may include:

- Clarifying acceptable standards of behaviour;
- Imposing conditions on the visitor's future access to the site;
- Issuing a formal warning.

Visitors have no automatic right of entry to school premises. Conditions may be imposed at the school's discretion.

Banning Individuals from the School Site

The Vyne Community School reserves the right to **ban any visitor** from the premises if their behaviour is deemed unacceptable. A ban takes effect as soon as the individual is informed by a member of staff that they must leave and are prohibited from returning. This will be confirmed in writing where possible.

If a banned individual returns to the site, the school will contact the police to remove them. They may also face prosecution under **Section 547 of the Education Act 1996**, with a potential fine of up to £500 and a criminal record.

Appealing a Ban

Visitors who have been banned have the right to appeal if they believe they have been treated unfairly. Appeals will follow the school's complaints procedure.

CCTV

The school operates a CCTV system. Footage of incidents will be reviewed in accordance with the CCTV policy and may be shared with the police if required. Signage across the site informs visitors that CCTV is in operation.

Crime Prevention – Police/School Liaison

The school works closely with Basingstoke Police and will share information about incidents with them where appropriate.

Monitoring and Review

The Headteacher will monitor the implementation of this policy and report breaches and incidents to the Governing Body. Governors will monitor performance through regular reporting and visits. This policy will be reviewed every three years.