



Brabyns  
Preparatory School and Nursery

## **Respect Policy**

This Policy Applies to Brabyns Preparatory School and Early Years Setting

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Checked by C Carrasco  
Headteacher

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Content

Rationale .....	3
Aims .....	3
Expectations .....	3
Access to school grounds .....	3
Communication Guidelines .....	4
Inappropriate use of Social Networking Sites .....	6
Parental WhatsApp Groups.....	7
Responsibilities.....	8
Appendix .....	8

## **Rationale**

At Brabyns Preparatory School we believe staff, parents and children are entitled to a safe and protective environment in which to learn and work.

We strive to ensure that our school offers a warm and nurturing environment in line with The [Brabyns Code](#). All members of the school community and visitors should demonstrate mutual respect.

To work and grow together we use restorative approaches as the foundation of our practice. Any behaviour that may lead to feelings of harassment, alarm or distress to members of our community, will not be tolerated and action will be taken.

## **Aims**

- To facilitate a whole school community ethos of respect
- To promote dignity in the workplace for our staff
- To promote resilience through restorative approaches

## **Expectations**

- That all adults (staff, governors, parents, carers and volunteers) set a good example to children at all times, showing them how to get along with all members of the school and the wider community.
- That no one - staff, governors, parents, carers, volunteers or children be subjected to abusive behaviour or any form of threats from visitors on the school premises.
- That physical attacks and threatening behaviour, verbal or written abusive or insulting language (including on social media), to staff, governors, parents, carers, volunteers, children and other users of the school premises will not be tolerated and may result in a ban from school premises and/or Police action.

## **Access to school grounds**

School premises are private property and therefore schools may decide who may access the grounds. Parents and carers by their connection to the school have been granted permission to be on school premises at designated drop off and collection times only or by agreement with Brabyns admin or SLT member. This however can be rescinded if action or behaviour warrants such response.

*For Safeguarding and Child Protection reasons parents are not permitted to enter the school, cloakrooms and classrooms without prior arrangement with school staff. This procedure also extends to extra curricular clubs and activities taking place in all internal and external areas of the school site. Parents will wait in the designated pick up and drop off areas.*

The public has no automatic right of entry onto school premises. All visitors must seek permission to be on school premises by appointment.

It is an offence under section 547 of the Education Act 1996 for any person (including a parent) to cause a nuisance or disturbance on school premises. Such as trespass, public disorder and criminal damage. If an individual displays or engages in concerning, threatening or abusive behaviours towards staff, pupils or other parents, school may seek to ban those individuals from entering school grounds or premises.

Under section 547, school staff have a right to make a report to the Police and request their assistance under such circumstances. Should parents or carers be banned, the responsibility to make alternative arrangements for bringing children to school is that of the parent/carer.

### **Behavioural Guidelines:**

Types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the school community:

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

- Shouting, either in person or over the telephone
- Speaking in an aggressive/threatening tone
- Physically intimidating e.g. standing very close
- The use of aggressive hand gestures/exaggerated movements
- Physical threats
- Shaking or holding a fist towards another person
- Swearing and name calling
- Pushing, slapping, punching, hitting or kicking
- Racist, homophobic or other hateful behaviours
- Sexist comments or sexual innuendo
- Disrespecting religion or belief
- Aggressive, threatening or disrespectful written communication with staff
- Inappropriate posting on Social Networking sites which could bring the school into disrepute or be deemed as bullying or a hate related comment
- Whatsapp messages sharing unverified information or airing personal grievances / defamatory comments about teachers, other parents, or children

## Communication Guidelines

Email is generally the primary form of communication between home and school. Due to the nature of a teacher's roles and responsibilities, they do not always have immediate access to email. As email is public record, the guidelines listed below are meant to improve the use of email as an effective communication tool for parents, while maintaining the confidentiality of our families.

Because emails can be easily misinterpreted, "tone" and "respect" are paramount in all communications. Before clicking "send", parents should reread their email at least once to make sure that they are communicating the information accurately and with a neutral respectful tone. All communication must respect the dignity of the recipient.

The following outlines the school policy with regard to email communication between home and school.

1. Within 48 hours - receipt of an email will be acknowledged either verbally or via email (during term time but not over a weekend, published school holidays or school residential).
2. Within 5 working days - provide a response to the email by telephone or in writing (including an email). This may include informing the sender that more time is required to provide a full response. If this is the case Brabyns staff will indicate a timeframe in which a response should be expected.
3. If a member of staff is not able to deal with the email directly then they will pass it on to the most appropriate person and inform the sender that they have done so.
4. Staff will not be expected to monitor or respond to emails outside of their normal working hours (including weekends and published school holidays). Whilst parents may compose emails at hours to suit their own needs we would ask that emails are not normally sent outside of a member of staff's normal working hours. Mobile phones and other electronic devices that allow staff to access their school emails outside of school can sometimes make it challenging to set aside communications from parents, which may inadvertently contribute to feelings of concern and anxiety among the staff.
5. When teachers are absent from school, cover teachers will not read or respond to email communications and absent staff will not respond until they are back in school.
6. Whilst this is rare, if a member of staff receives an email which is of an aggressive tone, sets unreasonable demands or could otherwise be interpreted as harassing, they will refer this to the headteacher, who will decide if further action is required.
7. Parents are respectfully asked to consider the quantity of emails sent to school - particularly when the information requested has been shared with parents or published via class bulletins or on the school website.

### **Inappropriate use of Social Networking Sites**

Brabyns Preparatory School adopts comprehensive social media use guidelines which all staff, governors and volunteers must adhere to. These may be found in the school's [Safeguarding Policy](#) & [Anti Bullying Policy](#)

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and in some cases, other parents/pupils.

The Governors and Senior Leaders at Brabyns Preparatory School consider such use of social media in this way as unacceptable and we believe that this can never be in the best interest of the children or the broader school community.

Any concerns you may have must be made through the appropriate channels in line with our Complaints Policy. Speaking to a class teacher is often the first step, however Senior Leaders, Headteacher or the Bellevue Governor, are also easy to correspond with and this enables any concerns to be dealt with fairly, appropriately and effectively for all concerned. Please note, discussions about individual children can only be held with those who have parental responsibility and/or in line with General Data Protection Regulation.

In the event that any pupil or parent/carer of a child/ren being educated in our school is found to be posting libellous or defamatory comments on social network sites, they will be reported to the appropriate 'report abuse' section of the network site. School will also request that the individual responsible remove the offensive content immediately.

In serious cases the school and Bellevue Education will also consider its legal options to deal with any such misuse of social networking and other sites. This extends to any other defamatory or libellous behaviours.

Cyberbullying is the use of technology to harass, threaten, embarrass, or target another person. By definition, it occurs among young people. When an adult is involved, it may meet the definition of cyber-harassment or cyberstalking, a crime that can have legal consequences. This will be dealt with as a serious incident of school bullying and/or a matter for the Police.

Unacceptable behaviour may result in the Police being informed.

The school reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse.

## **Parent WhatsApp Groups**

To aid communication between parents and carers many of our classes or groups of parents have set up WhatsApp groups, which OPERATE INDEPENDENTLY of the school. We know these offer a great way to support and communicate with each other. The messages in the WhatsApp groups come from parents in their personal capacity. The school does NOT post directly on any WhatsApp parent/carers groups.

At Brabyns we expect that all school parent WhatsApp groups should prioritize clear communication and respectful interactions. Groups should be used solely for school-related information; respecting boundaries, and avoiding negativity or personal attacks. The group should not be used to share unverified information, or air grievances about teachers, other parents, or children.

Any concerns regarding school matters should be communicated directly using the appropriate school channels.

### Raising Concerns about content shared on WhatsApp

Parents concerned about inappropriate comments on a class WhatsApp group, are requested to contact the school office or a member of the Senior Leadership Team.

If the school suspects, or becomes aware, that a parent has breached the behavioural guidelines detailed above or in the signed T&C's, the school has a responsibility to investigate the incident. In serious cases the School may:

- Contact the appropriate authorities (in cases of criminal behaviour).
- Seek advice from our legal team/the local authority's legal team regarding further action (in cases of conduct that may be libellous or slanderous)

The school will always respond to an incident in a proportional way.

## Responsibilities

It is the responsibility of the Head teacher and Governors to monitor and review this policy annually.

## Appendix

1) Under section 576 Education Act 1976, “parent” includes a child’s natural parents, anyone with Parental Responsibility for the child or anyone who is caring for a child.

### 2) **Procedure to address inappropriate behaviour by adults in our school community**

At Brabyns Preparatory School we operate a ‘zero tolerance’ stance on the use of inappropriate behaviour anywhere on the school site or via social media.

*\*\*Inappropriate behaviour means disrespectful conduct towards people or property within the school site, via social media or messaging groups*

We expect:

- That adults set a good example to children at all times, showing them how to respect all members of our school family and the wider community;
- That no members of staff, parents or children are the victims of abusive behaviour or threats from other adults on the school premises or via social media.

All staff and governors agree that any adult found to be using inappropriate behaviour towards other adults or children should be investigated by the Senior Leadership Team / Bellevue Governing body.

All instances will be recorded and perpetrators reminded about Brabyns’ Zero Tolerance stance on inappropriate behaviour.

Recurrence of all antisocial behaviour may result in removal from the school site and consultation with the Local Authority or Police as appropriate.

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