



St Peter & St Paul

CofE Primary School

Code of Conduct for Parents and Visitors

2019 - 2023

(This policy has been drafted having regard for the school's Christian ethos.)

	Date	Signed
Agreed by Staff:	October 2019	Mr Steve Ginn Head Teacher
Agreed by Governors:	October 2019	Mrs N Ford Chair of Governors
Lead:	Strategic Leadership Committee	
Review date:	October 2023	

Our School Mission Statement

We see it as our mission to grow the whole child - intellectually, emotionally, physically, socially and spiritually. To provide them, within a Christian environment, with every learning opportunity possible and to empower them to be the leaders of tomorrow.

Code of Conduct for Parents and Visitors

Introduction:

We are a caring church school that is an integral part of the community and has built up a solid culture of respect and positive values over many years.

The parents and visitors to the school are an essential part of the school and we are very proud and fortunate to have a very dedicated and supportive school community. We know that everyone recognises that the education of our children is a partnership between us.

We do however expect every member of our school community, including visitors, to respect our school ethos and values, understand our need to safeguard the children at all times, contribute to keeping our school tidy and to set a good example for the children through their own behaviour both on school premises and when accompanying classes on visits outside the school.

Aims:

The purpose of this document is to help us further in our aim to provide an exemplary education and learning environment for each pupil, based on their needs. It also reinforces the need for everyone to treat each other with respect, kindness and courtesy.

This code also aims to clarify the types of behaviour that will not be tolerated and sets out the actions the school will take should this code be ignored or where breaches occur.

The Children:

At St. Peter and St. Paul School, we want ALL of our children to have:

- an enthusiasm and thirst for learning
- confidence to be themselves
- a desire to challenge their potential and to explore their talents
- an awareness of the world beyond their own
- an environment where they feel safe and comfortable
- respect and understanding of others
- fun and good memories of school life

We also endeavour to teach the children to:

- be inspirational role models
- have respect for and keep the school environment neat and tidy
- support and help others

- be kind and respectful members of the school and broader community
- cope with challenges which may present in their lives
- constantly strive to be the absolute best they can be

Expectations:

The School and its Staff and Governors will:

- welcome parents and visitors
- model good, kind and respectful behaviour for the children
- treat visitors to our school site with the respect to which they are entitled
- ensure that visitors to the school site are supervised, where necessary, and provided with details of the school's safeguarding arrangements
- do all that they reasonably can to ensure that our school site is a safe and welcoming learning and working environment

We expect parents, carers and visitors to:

- respect the caring ethos and values of our school
- follow our school rules and policies as well as any instructions given by school staff
- comply with the safeguarding protocols related to entry on to the school premises, parking and social media (copies attached as Appendixes a, b and c)
- behave calmly, politely and respectfully
- set a good example for the children by modelling appropriate speech and behaviour
- accept responsibility for their child's behaviour and safety during pickup and drop off times
- understand that teachers and parents need to work together for the benefit of the children
- report any issues of concern immediately to a member of staff
- work with the school to resolve any issues of concern

Unacceptable Behaviour:

Our school will decide on a case by case basis whether a visitor's or parent's behaviour is unacceptable, but any behaviour that we believe adversely affects our safe and caring learning environment and/or puts the physical or emotional wellbeing of a pupil, member of staff, governor, parent or other visitor at risk, is not acceptable behaviour on our school site.

There are also certain forms of behaviour which will never be tolerated by visitors or parents. These include:

- Disruptive or inappropriate behaviour which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises or compromises the safety of the children.
- Use of loud or offensive language, swearing, cursing or using profane language
- Aggressive or threatening behaviour
- Damage or destruction of school property.
- Behaviour that could be considered racist, sexist, homophobic or similarly offensive
- Approaching 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, vaping and taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events)
- Dogs, walking or carried, being brought onto the school premises (including any parts of the grounds and particularly the path to the main entrance) with the exception of guide dogs.

Should **any** of the above behaviour occur on school premises or in connection with school, the school may feel it is necessary to take action by contacting the appropriate authorities or consider banning the offending adult from entering the school premises.

It is important for parents and carers to make sure any persons collecting their children are aware of this policy and particularly these provisions.

Breaches of the Code:

In the event of any parent/carers or visitor of the school breaking this code, then proportionate actions will be taken as follows:

In most cases, the school will attempt to informally remedy the situation by speaking with the individual concerned, privately.

In cases where the unacceptable behaviour is considered to be of a serious or potentially criminal matter, the concerns will in the first instance be referred to the Police. This will include any or all cases of threats or violence and actual violence to any child, staff or governor in the school. This will also include anything that could be seen as a sign of harassment of any member of the school community, such as any form of insulting social media post or any form of social media cyber bullying.

In cases where evidence suggests that behaviour would be tantamount to libel or slander, then the school may take legal advice and consider further action. In cases where the Code of Conduct has been broken but the breach was not libellous, slanderous or a criminal matter, then the school will send out a formal letter to the parent/carers with an invitation to a meeting.

If the parent/carer or visitor refuses to attend the meeting then the school will write to the parent/carer or visitor and ask them to stop the behaviour causing the concern and warn that if they do not they may be banned from the school premises. If after this, behaviour continues, the parent/carer or visitor will be contacted and informed that a ban is now in place.

The school reserves the right, in extreme cases, to introduce a ban without following all of the above steps.

Thank you for abiding by this code in our school. Together we create a positive and enriching environment not only for the children but also all who work and visit our school.

Appendix A

Code of Conduct for Visitors and Parents - Safeguarding Protocol - Entry on to School Premises (based on Department for Education Guidance, 'Controlling Access to School Premises, 27 November 2018)

Schools are private property. People do not have an automatic right to enter although parents have an 'implied licence' and are welcome to come on to school premises at certain times, for instance:

- for scheduled appointments
- to attend a school event
- to drop off or pick up children (however, this should be done at external doors without entering into the school buildings and parents should leave the premises without delay once their children have been collected).

In order to ensure that the children can be adequately safeguarded, it is essential at all other times, that visitors and parents do not come on to the school grounds and remain out of the school buildings, except with the express permission of a member of staff.

Any entry without permission could be considered trespassing and action taken.

Appendix B

Code of Conduct for Visitors and Parents - Safeguarding Protocol - Parking

The school is located on a busy thoroughfare with limited parking. It is therefore essential that anyone visiting the school pays very close attention and is ever vigilant for children and adults who may be moving about in the area and endeavouring to cross the road.

When parking, we expect our parents, carers and visitors to comply with road regulations and signage and markings and to take particular care when reversing. We would also ask that everyone who visits the school shows courtesy to other drivers and the school's neighbours and is mindful of their speed and the safety of pedestrians at all times.

We take this very seriously and, in compliance with our safeguarding responsibilities, will deal with any reported incidents immediately.

Appendix C:

Code of Conduct for Visitors and Parents - Safeguarding Protocol - Use of Social Media

Most people take part in online activities and social media. It is informative and aids communication however, it is essential that we all think carefully before putting information into the public domain.

Online activity which we consider inappropriate:

- Identifying or posting images/videos of children taken at the school or during school events
- Abusive or personal comments about staff, governors, children or other parents
- Bringing the school into disrepute
- Posting defamatory or libellous comments
- Emails circulated or sent directly with abusive or personal comments about another parent, staff or children
- Using social media to publicly challenge school policies or discuss issues about other parents, individual children or members of staff
- Threatening behaviour, such as verbally intimidating staff, or using bad language
- Breaching school security procedures.
- The use of cyber bullying by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying.

In the event that any student or parent/carer of a child/ren being educated in the school is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network 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. The school will also expect that any parent/carer or pupil removes such comments immediately.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.

Document History

Version	Date	Comments
Issue 1	October 2019	Policy drafted.