

# Code of Conduct for Parents & Visitors Policy



Love, Learn and shine together with Jesus

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Leader: Mrs C Sime

Our school is committed to safeguarding children and adults in school, we expect all parents, carers, staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment.

### **Rationale**

St. Matthew's Catholic Primary School is a nurturing learning community. We believe pupils learn best in a safe and supportive environment based on respect and trust, underpinned by an effective partnership between parents, staff and the whole school community. High standards of behaviour are required of pupils and staff are expected to act professionally at all times. The positive support and appropriate behaviour of parents/carers and visitors is needed and is highly valued by the school.

We are fortunate in St. Matthew's that the majority of parents/carers and visitors are friendly, polite and supportive of our rules and ethos. The purpose of this code, is to provide a reminder to all who come onto school premises and events, that there is an expectation of acceptable conduct.










This code of conduct for parents/carers and visitors has been adopted and agreed by the school's governing body. It provides a reminder to all parents, carers and visitors to our school about the conduct expected of them. It sets out both what they should aim to do, and conduct which will not be tolerated. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

We have high expectations of your children and they have high expectations of you.

This code compliments the school's Complaints Policy which is designed to handle parental concerns or complaints in a sensitive and mutually supportive manner (see the school website).

### **Expectations**

We expect parents and carers (and, where appropriate, other family members) to:

-  Respect the caring ethos and values of the school
-  Work together with school staff for the benefit of their children
-  Support your child by promoting mutual respect and good manners
-  Ensure that you respect and follow school rules
-  Treat all members of the school community with respect using appropriate language and behaviour
-  Approach the school calmly to help resolve any issues of concern
-  Where appropriate, clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue
-  Promote good behaviour of your own children at all time, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour (but avoid using teachers as a threat if your child misbehaves)
-  Maintain your own behaviour

**In order to support a peaceful and safe school environment, the school will not tolerate parents/carers or visitors exhibiting the following:**

- ✚ Disruptive or other inappropriate behaviour which interferes or threatens to interfere with any of the school's operation or activities anywhere on the school premises
- ✚ Approaching another parent or child in order to discuss or chastise them because of an issue with the children. (Such as approach to a child may be seen to be an assault on that child and may have legal consequences) – please talk to a member of staff to resolve problems
- ✚ Please be aware it may not be possible to see a senior member of staff immediately so you may have to wait for an appointment
- ✚ Using loud or offensive language or displaying temper
- ✚ Threatening, in any way, a member of school staff, visitor, fellow parent/carer or pupil
- ✚ Using physical or verbal aggression towards another adult or child, including physical punishment of your own child on school premises
- ✚ Any other behaviour, verbal or otherwise, which could be considered to be inappropriate, offensive, or abusive
- ✚ Sending abusive or threatening e-mails, text/voicemail/phone messages or other written communications to anyone within the school community
- ✚ Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/carers/staff at the school on Facebook or other social media (See Appendix A)
- ✚ Damaging or destroying school property
- ✚ Smoking, taking illegal drugs or the consumption of alcohol on school premises
- ✚ Bringing dogs (other than assistance dogs) into the school playground/premises
- ✚ Taking photographs with phones or other devices on school premises without permission from the school

### **Breaching the code of conduct**

If the school suspects, or becomes aware, that a parent has breached the code of conduct, the school will take appropriate action to protect its children, staff and other adults. This will include gathering information from those involved and speak to the parent about the incident.

Depending on the nature of the incident, the school may then:

- Send a warning letter to the parent
- Invite the parent into school to meet with a senior member of staff or the headteacher
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from local authority legal team regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the parent from the school site

The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the headteacher.

The headteacher will consult the chair of governors before banning a parent from the school site.

We trust that parents/carers and visitors will assist our school with the implementation of this code of conduct and we thank you for your continuing support of the school.

We ask that parents and carers ensure they make all persons responsible for collecting their children aware of this policy.

In addition to this policy school has also adopted the guidance to school personnel and governing bodies on disruptive or aggressive behaviour by parents and carers whilst on school premises **Appendix B**.

## **Appendix A**

### **Inappropriate Use of Social Network Sites**

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

The governors consider the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community.

Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, the head teacher or the chair of governors, so they can be dealt with fairly, appropriately and effectively for all concerned. Any complaints should follow the correct procedure set out in the Complaints Policy.

### **Libelous or Defamatory Posts**

In the event that any pupil or parent/carer of a child being educated at the school is found to be posting libelous or defamatory comments on Facebook or other social network sites, including Whatsapp 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 content or activity which breaches this.

The school will also expect that any parent/carer or pupil removes such comments immediately.

### **Cyber Bullying**

We take very seriously the issue of cyber bullying by one child or a parent/carer to publicly humiliate another by inappropriate social network entry. We will deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites.