Parent and Visitors' Code of Conduct

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Statement of intent

At Raddlebarn Primary School (the School) we strive to build a strong relationship with all members of our community, especially parents, in order to help create a stimulating learning environment which continues from school to home, providing all pupils with the opportunity to achieve to the best of their ability.

This welcoming and safe learning environment can only be maintained if visitors, including parents, behave appropriately when interacting with the School and its staff. The Visitors' Code of Conduct describes the rules that the School expects its visitors to follow and explains how the School will generally respond to behaviour that its staff and governors consider to be inappropriate.

1. Related school policies

1.1. This Visitors Code of Conduct should be read with the following School policies and procedures:

- Health and Safety Policy;
- Complaints Procedures Policy;
- Equality Policy;
- Social Media Policy; and
- Child Protection and Safeguarding Policy.

1.2 All of the School's policies are available on our website and it is important that you read them, so that you act in accordance with those policies whilst on the School's premises.

2. Expected behaviour

Visitors to our School are expected to interact with our pupils, staff, governors and any other visitors in calm, polite and respectful manner. This means that visitors must:

2.1. Treat pupils, other parents, staff, governors, etc., with dignity and respect;

2.2. Raise concerns regarding another visitor's behaviour or conduct with a teacher or the Head Teacher, so that those concerns can be investigated, if necessary;

2.3. Support the School's ethos by setting our pupils a good example when speaking and interacting with other members of the School community;

2.4. Co-operate with the School's staff and follow their instructions whilst on the premises and during visits and excursions;

2.5. Be aware that parents are responsible for their child's behaviour and safety, whilst the child is in their care, even when they are on the School's premises;

2.6. Respect the School environment by helping to keep it clean and tidy; and

2.7. Follow parking rules, as well as rules for dropping-off or collecting pupils from school.

3. Inappropriate behaviour

3.1. The School's staff and governors are entitled to decide whether a visitor's behaviour is inappropriate, but it includes any behaviour that we believe adversely affects the School's safe and caring learning environment or puts the physical or emotional wellbeing of anyone else at risk, including that of a pupil, member of staff, parent or another visitor.

3.2. Examples of inappropriate behaviour includes, but is not limited to:

⇒ disruptive behaviour;

⇒ aggressive or threatening speech or behaviour e.g. swearing, threatening or shouting at others, taking a physically aggressive stance or assaulting another person;

⇒ damaging school property;

⇒ behaviour that is considered racist, sexist, homophobic or offensive or discriminatory in some other way;

⇒ smoking, vaping or being under the influence of alcohol or drugs whilst on the School's site or when supervising pupils off site, such as on educational visits;

⇒ bringing animals on to our site, other than guide dogs;

⇒ being in possession of weapons of any kind whilst on the premises or part of an off-site activity;

⇒ refusing to follow the instructions of the School's staff.

3.3. Inappropriate behaviour will also include any communication with a member of the School's community that is malicious, threatening or abusive, whether that communication is in person, over the telephone or in writing, e.g. letter, email or any other electronic format, such as social media, irrespective of whether it takes place on the School's premises.

4. Use of social media

4.1. Visitors are expected to act in accordance with the School's Social Media Policy.

5. Managing inappropriate conduct

5.1. In response to inappropriate behaviour, the School staff and governors may:

(a) Make a written record of incidents of inappropriate;

(b) In most cases, speak privately with the person who behaved inappropriately;

(c) Conduct a formal investigation in order to establish the facts and determine what action should be taken, if any;

(d) Decide to issue:

(i) An informal warning, i.e. verbally, warn the visitor about the consequences of their behaviour;

(ii) A formal warning, i.e. in writing, warn the visitor about the consequences of their behaviour;

(iii) A ban, prohibiting the visitor from coming on to the School's premises, without permission, for a specified period; or

(iv) A report about the behaviour to the Police.

5.2 Visitors will be entitled to make representations to the governing board, via the School's complaints procedure, if they disagree with the School's decision.

6. Monitoring and review

6.1. The Head Teacher will ask the School's governing board to review this Code of Conduct every three years, at least, and will ensure that parents and staff are informed of any changes made, via the School's newsletter and in any other that they consider necessary.

6.2. Adults will be directed to this policy on the School's website when they first visit the School, and will be asked to familiarise themselves with its content; a copy of this document will also be available in the School's Reception area.