



Code of Conduct for Parents and Visitors

March 2020

Approved by Chair _____

Review Date _____

Introduction

The purpose of this document is to set expectations for parents, carers and visitors about the required conduct in order to maximise effective partnership working and ensure the safety and wellbeing of pupils and staff. Reference to visitors within this policy includes any contractors.

Scope

This code of conduct applies to parents, carers and visitors of Villiers Primary School. It is expected that the majority of contact will be with the main school but this code of conduct also applies to any visitors to the school offices, to behaviour with staff in these settings and to comments about these organisations. Reference to governors includes Villiers' trustees.

Expected behaviour and conduct

In order to ensure that our school remain a peaceful and safe place in which to learn and work, Villiers expects parents, carers and visitors to:

- Respect the values and ethos of our school.
- Understand that teachers and parents need to work together for the benefit of their children.
- Treat all members of staff with respect and therefore set a good example in their own speech and behaviour.
- Approach the school to help resolve any issues of concern.
- Correct their own children's behaviour on the school premises, especially where it could otherwise lead to conflict, aggressive or unsafe behaviour.

Behaviour and conduct that is not tolerated

Villiers will not tolerate parents, carers and visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including sports pitches.
- Use of loud or offensive language, swearing, cursing, using profane language or displaying temper.
- Threats to a member of school staff, governor, visitor, fellow parent/carer or pupil/student regardless of whether or not the behaviour constitutes as a criminal offence.
- Open display of disrespect to any member of staff or governor.
- Defamatory, offensive or derogatory comments in communication, either verbal or written (including emails, text/voicemail/phone messages or other written communication) to a member of staff or governor.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/students, parents, staff or governors at the school on any social media sites.
- Use of equipment to record conversations with members of staff and governors.
- Use of physical aggression towards another adult or child. This includes physical punishment against own child on school premises.

- Approaches to 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 and consuming alcohol or other drugs whilst on school property.
- Damage or destruction of school property; and
- Dropping litter on school property.

Inappropriate use of social media

In the event that any parent/carer of a pupil/student or other community member is found to be posting libellous or defamatory comments on social media sites, they will be reported to the appropriate 'report abuse' section of the social media network site. All social media 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. Villiers will also expect that any parent/carer, pupil/student or community member removes such comments immediately.

Dealing with incidents

- An overview of the approaches to dealing with breaches of this code of conduct can be found in Appendix A.
- All incidents of threatening behaviour, abuse, violence or any other breach of this code of conduct will be recorded on the incident report form located in Appendix B.
- Parents, carers and visitors who display behaviour that breaches this code of conduct will, in the first instance, be politely asked to stop and offered the opportunity to discuss the matter in person.
- Where parents, carers or visitors continue to act unacceptably, the Head Teacher may feel it necessary to issue a warning letter to the individual stating that should the behaviour persist it may lead to a ban from the school grounds.
- If necessary, and as a last resort, the school may bar parents, carers and visitors from the premises.
- In such cases, the Head Teacher will write to the individual stating that a bar has been put in place, state the length of the ban, with a review date and will provide the parent, carer or visitor with an opportunity to make representations before finalising the bar.

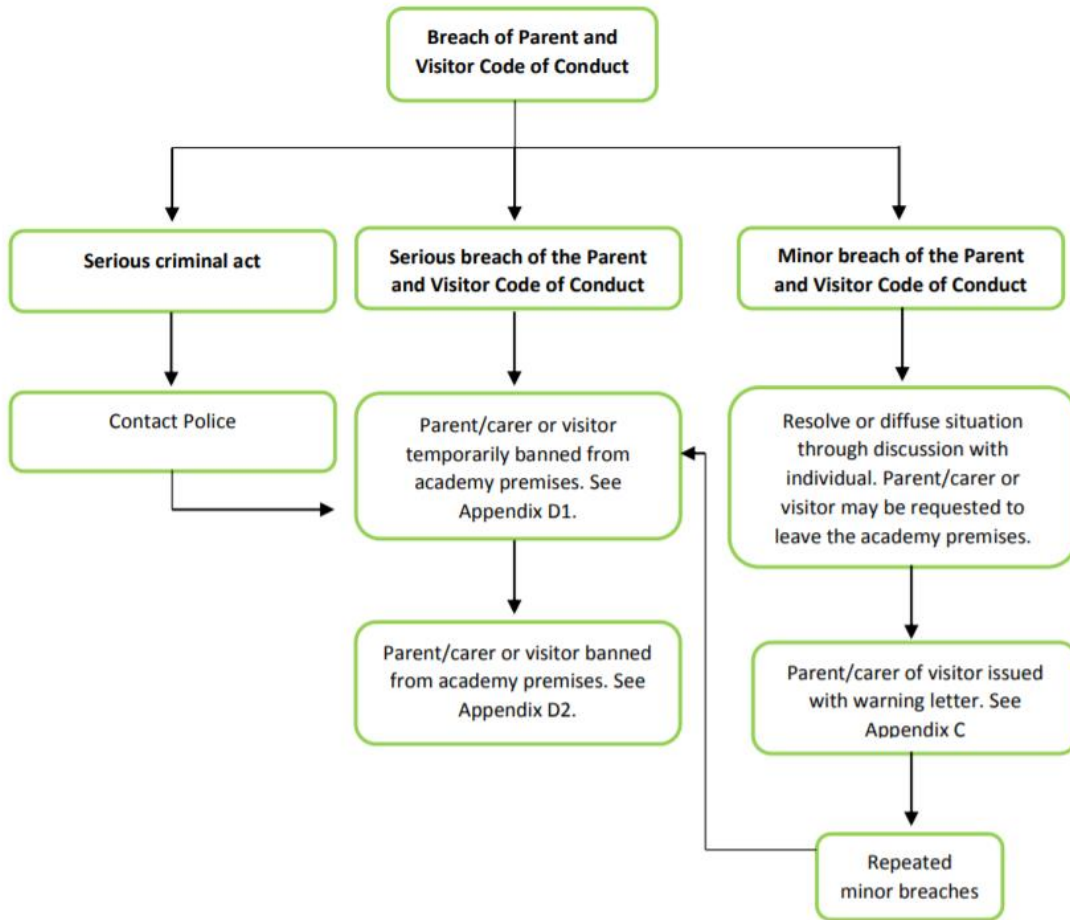
Responsibility

Whilst all members of our school community, including staff, parents/carers, pupils and visitors to our schools are responsible for knowing and implementing this policy, it is primarily managed by the Head Teacher, Senior Leadership Team and Family Liaison Team, to whom all incidents, comments and suggestions should be referred.

This policy is reviewed annually by the Governors unless there are any changes needed to be made.

Appendix A:

Approach to dealing with breaches of the Parent and Visitor Code of Conduct



Parent and Visitor Code of Conduct

Incident Report Form

Academy:			
Date of incident:		Time of incident:	
Details of person reporting incident			
Name:		Position:	
Details of person assaulted/verbally abused (if appropriate)			
Name:		Position (if member of staff)	
Department/Class:			
Details of incident:			
Type of incident:	<i>(e.g. verbal assault, physical assault, nuisance)</i>		
Location of incident:			
Details of incident:	<i>(describe incident, including, where relevant, events leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present)</i>		
Witnesses:	<i>(name, relation to incident (e.g. parent/student/staff member) and contact details)</i>		
Outcome:	<i>(e.g. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)</i>		
Other relevant information:	<i>(e.g. possible contributory factors, has the parent, carer or visitor been involved in any previous incidents?)</i>		
Signed:			
Date:			