

# **Woodthorpe Junior and Infant School**

## **Visitor Code of Conduct**

### **Statement of intent**

At Woodthorpe JI School we strive to build a strong relationship with 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.

In order to create a welcoming and safe learning environment, the school implements a specifically designed set of rules regarding behaviour and conduct which parents and visitors are expected to act in accordance with.

All staff members have the right to work without fear of violence or abuse; therefore, physical attacks, threatening behaviour, and abusive or insulting language towards staff members, governors, visitors, pupils or other parents may result in individuals being removed from the premises.

This document outlines the manner in which parents are expected to act whilst on school premises, as well as detailing the type of behaviour which will not be tolerated.

### **1. Legal framework**

1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:

- The Education Act 2011
- The Education Act 1996
- The Children Act 2004

1.2. This policy also has due regard to statutory guidance, including, but not limited to, the following:

- DfE (2016) 'Keeping children safe in education'

### **2. Related school policies**

2.1. This Visitor Code of Conduct has due regard to the following school policies and procedures:

- **Code of Conduct Policy**
- **Health and Safety Policy**
- **Complaints Procedures Policy**

- Allegations of Abuse Against Staff Policy
- Equal Opportunities Policy
- ~~Photography and Videos at School Policy~~ **Policy for the Use of Images of Children, Young People and Vulnerable Adults.**
- Social Media Policy
- ~~School Security Policy~~
- Safeguarding and Child Protection Policy
- **Home/ School Agreement**
- **No Platform for Extremism Policy**
- **Dignity at Work Policy**

### 3. Appearance and dress

3.1. The school expects that parents will:

- Dress in an appropriate manner when on the school premises and attending school events.
- Remember that they are role models for pupils, and that their dress and appearance should reflect this, ensuring that they present themselves in a smart fashion.
- Dress in an appropriate manner, so as not to cause embarrassment to pupils, staff members or other parents, such as wearing revealing clothing.
- Not drop pupils off at school whilst wearing nightwear.

3.2. Woodthorpe JI School understands that factors such as the stress and pressure of family life, can, on occasion, lead to a rushed or untidy appearance. If concerns are raised in relation to a parent's appearance, the school will take personal factors into consideration on a case-by-case basis.

### 4. Expected behaviour

4.1. Parents will be aware of school policies, and know that copies of these are available from the **school office**, ensuring that they act in accordance with school procedures at all times whilst on the school premises, taking particular notice of the following:

- **Adult Behaviour Policy**
- **Visitor Code of Conduct and ~~Volunteer~~ Policy**

4.2. Parents will treat staff members, pupils, other parents and external agencies with dignity and respect.

4.3. Concerns regarding another parent's behaviour or conduct will be raised directly with the pupil's **classroom teacher** or the **headteacher**.

4.4. Woodthorpe JI School expects parents to:

- Support the ethos of the school by setting a good example in their speech and behaviour towards all pupils, staff members and other adults.
- Work with staff members to resolve any issues of concern, including clarifying specific events in order to bring about a positive solution.
- Correct their child's behaviour appropriately, particularly on the school grounds where it could otherwise lead to conflict, or aggressive or unsafe behaviour.
- Respect the school environment by keeping it clean and tidy.
- Follow parking rules, as well as rules for dropping-off or collecting pupils from school.

## 5. **Inappropriate behaviour**

5.1. The school takes instances of inappropriate behaviour very seriously and will not tolerate any circumstances which may make pupils or members of staff feel threatened. A perceived threat, or any action which makes another individual feel threatened, can be sufficient to bar parents from the premises.

5.2. The use of foul and abusive language will not be tolerated on the school premises.

5.3. Parents will not discriminate against any individual, whether a staff member, pupil or another adult, on the basis of their age, race, ethnicity, religion, cultural belief, attainment, disability, gender or background.

5.4. Bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated under any circumstances.

5.5. Parents will not confront other parents, or children, regarding their conduct.

5.6. The school holds the right to escort anyone off the premises who is displaying aggressive or disruptive behaviour.

- 5.7. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises, and that the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- 5.8. As outlined in the school's **Adult Behaviour Policy**, the persistent occurrence of unacceptable behaviour can result in individuals being permanently banned from the premises.
- 5.9. The sending of abusive or threatening written messages will be treated in the same way as any other abusive or threatening behaviour.
- 5.10. The following are examples of inappropriate behaviour which may result in sanctions being issued against an individual:
- Trespassing on school property without prior permission
  - Causing intentional damage to school property
  - Breaching the school's security procedures
  - Verbal abuse: swearing, talking in an aggressive manner, using offensive language or raising their voice at another individual
  - Making racist or sexual comments
  - Using aggressive hand gestures: raising fists and fingers
  - Physical violence: hitting, slapping, punching, kicking and pushing
  - Physically intimidating an individual such as by standing in very close proximity to him/her
  - Partaking in overly unnecessary physical contact with an individual
  - Writing or online messaging abusive comments regarding an individual, including on social media
  - Psychological harassment: displaying vexatious behaviour which is humiliating for the individual and is damaging to their self-esteem. This can be conducted through repeated instances of any of the above

## 6. **Smoking, alcohol and other substances**

- 6.1. Parents will not smoke on the school premises.

- 6.2. Parents will not smoke whilst working with or supervising pupils off-site, such as when on educational visits or during school events.
- 6.3. The taking of illegal drugs whilst on the school premises is unacceptable and will not be tolerated.
- 6.4. Only alcohol which has been supplied by the school can be consumed on the premises.
- 6.5. If the school believes that a parent's alcohol or drug usage is impacting on the safety and wellbeing of a child, the school has a duty to raise a child protection concern and take appropriate action in accordance with the school's **Child Protection and Safeguarding Policy**, including referral to Children's Services.

## 7. Use of social media

- 7.1. Parents are expected to act in accordance with the school's **Social Media Policy** when discussing the school on social networking sites, such as Facebook, Twitter and Instagram.
- 7.2. Parents must not attempt to befriend or otherwise contact members of staff or pupils through social media. Where contact has been attempted, this will be reported to the **headteacher**.
- 7.3. Parents must not post content which is damaging to the school or any members of the school community. In the event of defamation, the school will take legal action.
- 7.4. All parents are encouraged to use social media responsibly in order to set a positive example for pupils.
- 7.5. Cyber bullying of any kind will not be tolerated and will be dealt with as a serious incident.
- 7.6. Parents will not post on social media anonymously or under an alias in order to evade the guidance given in this policy.
- 7.7. Any cases of social media use that breach the guidelines of this policy will be reported to the **headteacher** immediately.
- 7.8. The **headteacher** will report offending individuals using the appropriate 'report abuse' section on the specific social media site, and will arrange a meeting with the individuals concerned to discuss their use of social media.
- 7.9. The individual will be advised to remove any posts or comments that are harmful, immediately.

7.10. The **headteacher** may contact the police for legal action where necessary.

## 8. Managing inappropriate conduct

8.1. In the instance of inappropriate behaviour, the school will follow a number of procedures, depending on the severity of the situation:

- 8.1.1. In the first instance, the parent who is creating a nuisance or disturbance will be asked to leave the premises or will be invited into a separate room to calm down.
- 8.1.2. If a parent has been previously barred from the premises, or has exceeded their implied access to the premises and is causing a disturbance, the school will contact the police in order for the individual to be removed from the premises.
- 8.1.3. The school will also contact the police in the event of any serious violence and assault, and in the event of any actual harm caused to an individual.
- 8.1.4. Instances of inappropriate behaviour will be recorded in writing by all members of staff involved using an **Incident Report Form** and will be given to the **headteacher**.
- 8.1.5. The **headteacher** will invite the individual to attend a meeting in which to discuss their inappropriate behaviour, and explain that further disturbance may result in the individual being barred from the premises.
- 8.1.6. If disturbance continues after meeting with the **headteacher**, or where there is a one-off extreme case of violence, the school has the power to bar the individual from entering the school property for a limited time, subject to review.
- 8.1.7. In the event of barring an individual from the school premises, the procedure outlined in the school's **Adult Behaviour Policy** will be followed.

## 9. Monitoring and review

9.1. This Code of Conduct will be reviewed on an **annual** basis by the **headteacher** and any changes made will be communicated to all parents and staff at the school.

9.2. All adults will be provided with a copy of this policy upon their attendance at the school, and will be required to familiarise themselves with the procedures and guidelines outlined.

**The Rights of Every Child**

Woodthorpe JI School uses the U.N. Convention of the Rights of the Child to ensure that every policy supports the improvement of life chances for children.

Signed: .....

Approved: 25<sup>th</sup> January, 2018

Review: January, 2019