

# **Woodthorpe Junior and Infant School**

## **Parent/Visitor Code of Conduct**

### **1. Introduction**

We are an effective school that has built up a solid and impressive culture of respect and positive values over many years. We have decided to adopt this Code of Conduct for parents and visitors following consultation with parents, staff and pupils in order to help us further our aim to provide an exemplary education and learning environment for each pupil, based on their needs, in which everyone aims to treat each other with kindness and courtesy.

### **2. Purpose**

This document provides an explanation of the acceptable standard of behaviour expected from parents and visitors to the school premises and those interacting with its pupils and staff in order to make this school a safe place to learn, work and visit.

### **3. Our ethos and values**

Woodthorpe JI School nurtures children to become confident and creative learners. Children are encouraged to meet challenges with enthusiasm and a willingness to solve problems within our inclusive, secure and caring environment. We promote respect for individual differences and community values.

Our school community values are:

- Trust
- Acceptance
- Honesty
- Kindness
- Respect
- Confidence

### **4. What you can expect of us, and what we expect of you**

The School and its staff will:

- Treat parents and visitors to our school site with the respect to which they are entitled;
- Ensure that visitors to our school site are supervised, where necessary;
- Check the identity of contractors, workers and other visitors to our school site, as necessary;
- Act in accordance with our safeguarding policy (see the school's website); and
- Do all that they reasonably can to ensure that our school site is a safe and welcoming learning and working environment.

All parents and visitors to our school, and interacting with our pupils and staff, are expected to behave calmly, politely and respectfully. This means that visitors must:

- treat all members of our school community, the environment and school property with respect;
- follow our school charters, protocols and any instructions given by school staff;
- report anything that puts anyone on our site at risk to a member of our staff;
- accept that they are responsible for their own child's behaviour and safety, whilst their child is in their care, even when they are on our school premises.

## **5. The type of behaviour that the School considers unacceptable**

Our School will decide on a case by case basis whether a parent's or visitor'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, parent or other visitor at risk, is not acceptable behaviour on our school site.

This may include, but is not limited to:

- disruptive behaviour;
- aggressive or threatening speech or behaviour e.g. by swearing, threatening or shouting at others, taking an aggressive stance, threatening to strike someone or assaulting another person;
- damaging school property;
- behaviour that could be considered racist, sexist, homophobic or similarly offensive in some other way;
- smoking, vaping or being under the influence of alcohol or drugs whilst on our school site;
- bringing animals on to our school site, other than guide dogs;
- being in possession of weapons of any kind;
- refusing to follow the reasonable instructions of our staff.

In addition, unacceptable behaviour also includes any communication with a member of our school's community that is malicious, threatening or abusive, including in person, over the telephone or in writing, e.g. by letter, email or any other electronic format, such as social media, regardless of whether it takes place on the school premises.

## **6. How the School will respond to behaviour that is unacceptable**

In most cases the school will attempt to informally remedy the situation by speaking privately with the individual concerned. There may be no further action.

Where there is any dispute over what has occurred, or if the alleged incident is complex or serious, the school will conduct a formal investigation in order to establish the facts and determine what action should be taken, if any.

If the school decides that a parent's or visitor's behaviour has been unacceptable the school or, in some cases the Local Authority on the school's behalf, may decide to:

- Informally, i.e. verbally, warn the visitor about their behaviour;
- Formally, i.e. in writing, warn the visitor about their behaviour;
- Ban the visitor from the premises for a specified period; and / or
- Report the behaviour to the Police.

Parents and visitors will be entitled to make representations to the governing board, in line with the school's complaints procedure, if they disagree with the decision reached by the school.

## **7. Use of social media**

- 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.
- 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**.
- 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.
- All parents are encouraged to use social media responsibly in order to set a positive example for pupils.
- Cyber bullying of any kind will not be tolerated and will be dealt with as a serious incident.
- Parents will not post on social media anonymously or under an alias in order to evade the guidance given in this policy.
- Any cases of social media use that breach the guidelines of this policy will be reported to the **headteacher** immediately.
- 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.
- The individual will be advised to remove any posts or comments that are harmful, immediately.

## **Questions and concerns about this Code**

The School is grateful for the support that it receives from visitors in maintaining its caring and safe learning and working environment, so any feedback that you may have about the content of this Code is welcomed.

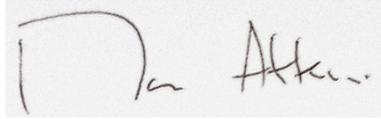
Please direct any feedback or questions about the Code to the school office who will refer your comments on to an appropriate member of staff.

## **The Rights of Every Child**

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

**Adopted by the Governing Board of Woodthorpe JI School  
on December 2019**

**Signed:**

A handwritten signature in black ink, appearing to read "Mr. Atkin", written on a light-colored rectangular background.

**(Chair of Governors)**

**Approved:**

**December 2019**

**Review: December 2022**