



WEST MELTON PRIMARY SCHOOL
Code of Conduct for Parents, Carers
and Visitors

Date of Policy approval _____

Date of Policy Review _____

Policy approved _____

Chairperson

INTRODUCTION

West Melton Primary School has a supportive and friendly parent body. Our parents recognise that educating children is a process that involves partnership between parents, schools staff and the school community. As a partnership, our parents understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

The purpose of this document is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

ROLES AND RESPONSIBILITIES

Parents, carers and visitors have the responsibility to:

- Conduct themselves appropriately in line with this Code.

Employees have the responsibility to:

- Observe procedures to ensure the health and safety of members of the public, children, colleagues and themselves at all times.
- Report all occurrences of aggressive/threatening behaviour, violence and serious verbal abuse and near misses to their line manager.

Head teacher has the responsibility to:

- Take appropriate action in the event of aggressive or threatening behaviour, or an act of violence happening at the school to ensure its recurrence is prevented as much as reasonably practical.

PRINCIPLES

All members of the school community have the right to expect that their school is a safe place in which they work and learn. There is no place for threatening behaviour, verbal or physical abuse or intimidation, harassment or violence at West Melton Primary School.

We expect parents, carers and visitors to:

- Respect the caring ethos of our schools
- Understand that both school staff and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Correct their own child's behaviour appropriately whilst on the school premises, especially where it could lead to conflict, aggressive behaviour or unsafe behaviour.
- Approach the school to help resolve any issues of concern, in particular to check a child's version of events with the school.
- Make themselves familiar with all school policies outlined on the website.

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

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom or any other area of the school grounds including team matches.
- Using loud/or offensive language, swearing, cursing, using irrelevant or disrespectful language or displaying bad temper.
- Threatening to do harm to a member of school staff, Governor, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Damaging or destroying school property or the property of another person
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication to Governors, visitors, fellow parents/carers or pupils.
- Offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social sites. (See Appendix 1). Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, the Head of School, Executive Head teacher or the Chair of the Governing Board, so they can be dealt with fairly, appropriately and effectively for all concerned.
- Approaching 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. Parents should approach a school member of staff if they wish to discuss the actions of another child).
- Smoking and consumption of alcohol or other drugs whilst on school property, or being under the influence of alcohol or other drugs whilst on school property.
- Dogs being brought onto the site, unless express permission is sought from the Head teacher

PROCEDURE

Should any of the above behaviour occur the school may take possible action to deal with it.

Where possible the school will resolve or defuse aggressive situations through discussion with the individual/s involved. The Head teacher may feel it necessary to issue a warning letter to the individual stating that 'repeats of such behaviour may well lead to a ban from the school'.

Where conflict cannot be resolved or defused, or there is the possibility of imminent physical harm towards an individual or school property, the school reserves the right to call the local police station to intervene or in cases of extreme emergency by dialling 999, or to call the appropriate authorities.

If necessary, the school may ban the offending adult from entering the school grounds. If such a ban is felt necessary the school will arrange for someone to meet your child or children at the school gate, and to return them to the school gate at the end of the school day. The Head teacher will discuss and agree with the Chair of the Governing Body before a ban is put in place. Where a ban is decided necessary the Head teacher will issue a letter to the individual stating that a ban has been put in place. The Head teacher is responsible for determining the length of the ban. The letter to the individual will specify the length of the ban or, in some instances, may state that the ban is 'open ended' initially until an appropriate amount of time has elapsed for all concerned. Head teachers are responsible for writing follow up letters to individuals who have been banned to confirm the end of the ban or with an update to the length of the ban.

Parents who have been banned from the school premises have a general right to receive from the school information in relation to their child's welfare and education progress.

Parents who feel they have been unreasonably banned should in the first instance discuss with the school or alternatively may consider asking for the decision to be reviewed under the complaints procedure.

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

MONITORING AND REVIEW

This Code will be reviewed on an annual basis and any changes made will be communicated to all members of staff.

Members of staff are required to familiarise themselves with this policy as part of their induction programmes.

APPENDIX 1

Inappropriate use of Social Network Sites

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Senior Leadership Teams, school staff, and in some cases other parents/pupils. West Melton Primary Schools considers the use of social media websites being used in this way as unacceptable and not in the interests of the children or the whole school community. Any concerns you may have should be raised with the class teacher initially, Head teacher or the Chair of the Local Governing Body within that order of hierarchy. This is so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer of a child/ren is found to be posting libellous or defamatory comments on social network sites, 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 contact or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately.

Where members of staff receive complaints, insults or abusive comments via online sites they are responsible for reporting it to the appropriate 'report abuse' section on the website in order to get the comments removed, they are also responsible for informing Senior Management within the school as soon as possible, and if applicable taking the appropriate steps for getting the listing removed from Google.

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