



## **Downs Infant School**

**Code of Conduct for Parents/Carers and Visitors**

**Approved by Governors March 2023**

**Updated to reflect new Behaviour Policy August 2023**

## **Purpose**

We are very fortunate to have a supportive and friendly school community who recognise that educating children is a process that involves partnership between home and school, and understand the importance of a good working relationship to equip children with the necessary skills for adulthood. We know that families, staff and governors value our diverse community, and believe in promoting an inclusive, welcoming and safe environment for all. For these reasons we welcome and encourage parents and carers to participate fully in the life of the school, through avenues such as parents' forums, FODIS (Friends of Downs Infant School), governance and volunteering. We welcome visitors to our school to add to the educational experiences we offer, to promote diversity and inclusion, to support the school to improve, and to support staff development. We want our relationships with the wider community to be at all times respectful, collaborative and positive.

The purpose of this code of conduct is to provide guidance to all parents, carers and visitors about expected conduct, to ensure a safe and positive environment for the whole of our school community. Our 'Downs Infants' Expectations' (see Appendix) apply to everyone in the school community: children, staff, visitors, parents and carers, however, this code provides further guidance for parents and carers.

***Parents, carers and visitors are allowed on to school premises by permission of the school; this may be withdrawn at the discretion of the Headteacher and Chair of Governors.***

## **Respect and Concern for others and their rights**

**We expect parents, carers and visitors to show respect and consideration for our diverse families and communities by:**

- Supporting the school ethos by setting a good example in their speech, actions and behaviour towards all members of the school community both on and off the school premises and including on social media.
- Avoiding naming individual children or staff on social media including on Whatsapp.
- Reporting any data breaches to the school so that we can take action, and deleting any leaked data without reading it when alerted to a breach.
- Being conscious of other visitors, parents, carers and children when talking on and off the school premises so not to offend in any way.
- Allowing plenty of time before school so that children arrive ready for a punctual start of the school day, to avoid disruption to their learning and that of others.
- Respecting the school environment, including keeping the school tidy and not littering.
- Parking carefully and respectfully, and in good time, for the safety of the children, yourself and other road users. Not parking, waiting, or stopping in No Parking areas (i.e. yellow zigzag lines and double/obstructive parking) and respecting that the car park is for school staff only.
- Respecting the use of blue badges by disabled visitors, parents, carers and children.
- Not bringing animals onto the school premises for health and safety reasons, unless for educational purposes with the prior permission of the school or if you have a registered assistance dog.

- Be mindful that before and after school hours your child is in your (parents and carers) care, and the school is not responsible for your child if you choose to stay behind and play in the school grounds and/or use playground equipment.

**In order to support the ethos of the school, we will not tolerate:**

- Using loud and/or offensive language or displaying temper.
- Threatening, aggressive or intimidating conversations towards or about another adult or child.
- Inappropriate actions and/or displays of behaviour.
- Behaviour that causes obvious upset to members of the school community.
- Negative language of a sexist, homophobic, racial or culturally prejudiced nature.
- Abusive, threatening or damaging emails, phone, text or use of social media relating to the school, its employees, or pupils.
- Using tobacco and E-Cigarettes, or being under the influence of alcohol or drugs on the school premises, with the exception of the consumption of alcohol at a school sanctioned event. The consumption of alcohol should not be to an extent that it interferes with the ability to adhere to this code of conduct at any time.
- Damaging or destroying school property, with a particular focus on the use of school equipment after the school day.
- Disruptive behaviour which interferes with teaching, learning, and administration of the school.
- Entering your child's classroom when the teacher is not present.
- If an issue has arisen during the school day between children please approach the teacher not the child or their parent.

In the event that a member of staff feels that they are experiencing threatening or inappropriate behaviour from a visitor, parent or carer, either in person, or on the phone, they will use the following script to end the conversation in order to preserve the relationship, and reconvene at a time when the conversation can be calmer:

“I can see/I feel that this is becoming an upsetting conversation, can I suggest we end it for now, and rearrange when everything is calmer.”

If needed, a member of staff may follow up with:

“I am going to end this conversation now, and follow up when everything is calmer. I am going to walk away/put the phone down now, and get back to you when things can be calmer.”


If the Headteacher has concerns that a parent or carer is not able to keep to these expectations they may be asked to drop their child off and collect them from the office, rather than the classroom door. This will be for a specified period and is designed to help calm the situation as well as safeguard children from witnessing inappropriate behaviour between adults on the playground.

In extreme cases, the Headteacher and Governors may prohibit an adult from entering the school grounds to safeguard our school community. Adverse behaviour may be reported to the appropriate authorities.

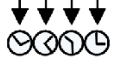
# Appendix


## School Rules

Downs Infant School has certain expectations for **everyone** which all children will be supported to be able to keep. These are displayed around the school.


  
At Downs Infant School,  
we are...

We follow our school structures and routines




  
**READY**


We show we are ready with our whole body



We actively take part in all learning



Are prepared for what is next



  
At Downs Infant School,  
we are...

We have good manners



  
**RESPECTFUL**

We look after our environment




We use a respectful voice





We listen respectfully




  
At Downs Infant School,  
we are...

We keep each other physically safe




  
**SAFE**


We use equipment safely



We keep each other emotionally safe



We follow adults' instructions



\* If your child has a need for something from home, please discuss with the teacher/SENCo