



The Federation of Boldmere Schools

Code of Conduct for visitors in school

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 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 visitors to the school premises and those interacting with its pupils and staff in order make this school a safe place to learn, work and visit.

3. Our ethos and values

At Federation of Boldmere Schools we are very fortunate to have a supportive and friendly parent body. Our parents/carers recognise that educating children is a process that involves partnership between parents, class teachers and the school community. As a partnership, our parents/carers will 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.

4. What you can expect of us, and what we expect of you The School and its staff will:

- Treat 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 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 our school population, environment and property with respect;
 - Follow our school rules, 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 child's behaviour and safety, whilst the 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 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.

(This is not intended to be an exhaustive list):

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. Parents should not approach someone else's child or parent/carer in order to discuss the actions of that child towards their own child or to chastise them for those actions. Such an approach to a child may constitute an assault on that child and have legal consequences.

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 with the individual concerned, privately. 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 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. 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. 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.

Boldmere Schools are Committed to safeguarding and promoting the wellbeing of all children and expects its staff and volunteers to do the same.

Appendix 1

Inappropriate use of Social Network Sites: - Social media websites can sometimes be used to fuel campaigns and complaints against schools, Head teachers, school staff, and in some cases other parents/pupils. The Governors of Federation of Boldmere Schools considers the use of social media websites in this way as unacceptable and not in the best interests of the children or the whole school community. Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, the Head teacher or the Chair of Governors, 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 being educated in the Federation of Boldmere Schools, is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate; report abuse section of the network site. This also applies to third parties, for instance individuals from the wider community. Social network 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. The school will also expect that any parent/carer or pupil removes such comments immediately. In serious cases the school will also consider taking advice as to its other options in dealing with any such misuse of social networking and other sites. Additionally, and perhaps more importantly is the issue of cyber bullying and the intention by one child to publicly humiliate another by inappropriate social network entry. We will record and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.