

Code of Conduct for Adults



Review Date	August 2023
Ratified by	Board of Trustees
Date Ratified	<i>Working document – pending Board approval</i>
Due for Review	August 2024
Dissemination	Whole Trust

Document Control – Document Amendments

Date	Version	Summary of Changes	Reviewer/s
August 2023	1.0	Initial Policy. Previously Code of Conduct for individual school – now a whole trust document	Karen Jarvis, Head of Corporate Services

Contents

Review1

Document Control – Amendments2

Purpose and scope3

Our expectations3

Behaviour that will not be tolerated3

Breaching the code of conduct4

Model warning letter5

Example banning letter6

Code of Conduct for Adults

1. Purpose and scope

1.1 At The Active Learning Trust we believe it's important to:

- Work in partnership with parents and other stakeholders to support children's learning
- Create a safe, respectful and inclusive environment for pupils, staff, parents and visitors
- Model appropriate behaviour for our pupils at all times
-

1.2 To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and pupils (through our behaviour policy).

1.3 This code of conduct aims to help the school work together with other parties by setting guidelines on appropriate behaviour.

1.4 This policy refers to any adult that may have cause or reason to have contact with the school community, and includes, parents (including anyone caring for a child such as a grandparent or childminder), volunteers and other visiting parties.

2. Our expectations

2.1 We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our schools
- Work together with staff in the best interests of our pupils
- Treat all members of the school community with respect – setting a good example with speech and behaviour
- Seek a peaceful solution to all issues
- Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct
- Approach the right member of school staff to help resolve any issues of concern

3. Behaviour that will not be tolerated

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- Swearing, or using offensive language
- Displaying a temper, or shouting at members of staff, pupils or other parents

- Threatening another member of the school community
- Sending abusive messages to another member of the school community, including via text, email or social media
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms
- Use of physical punishment against your child while on school premises
- Any aggressive behaviour (including verbally or in writing) towards another child or adult
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs)
- Bringing dogs onto the school premises (other than guide dogs)

4. Breaching the code of conduct

4.1 If the Trust suspects, or becomes aware, that an adult has breached the code of conduct, the school will gather information from those involved and speak to the adult about the incident.

4.2 Depending on the nature of the incident, the Trust may then:

- Send a warning letter to the adult
- Invite the adult into school to meet with a senior member of staff or the headteacher
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from our legal representatives regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the adult from the school site

The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the headteacher.

The headteacher will consult the chair of governors or the CEO of the Trust before banning a parent from the school site.

