

# Behaviour Expectations for Adults



The Active Learning Trust  
ACTIVE LEARNERS • ACTIVE LEADERS • ACTIVE CITIZENS

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## 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
April 2024	2.0	Renamed from Code of Conduct for Adults. Inclusion of guidance for serial & persistent complaints	Karen Jarvis, Head of Corporate Services

# Behaviour Expectations 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 code of conduct for Adults) and pupils (through our behaviour policies).

1.3 This guidance aims to help the school work together with other parties by setting expectations on appropriate behaviour.

1.4 This code of conduct 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)
- Vexatious or persistent complaints

***The above list is not exhaustive and unreasonable behaviour will be considered at the discretion of school leaders.***

#### **4. Breaching the code of conduct**

4.1 If the Trust suspects, or becomes aware, that an adult has breached the code of conduct, and/or stepped outside of the guidance outlined, 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.

## **5. Dealing with serial, persistent & unreasonable complaints (to be considered alongside the Trust Complaints Policy)**

5.1 A complaint may be viewed as serial and/or persistent if it relates to the same issue that was the subject of a previous complaint (made by the same person) which has already been through a formal procedure and the outcome notified.

5.2 In such cases it is likely that the complainant will be informed in writing that the matter is now closed and that The Active Learning Trust (and its schools) will provide no further response on the same matter. In such cases, the resulting letter should include an explanation of why this outcome has been reached, and give details of any other avenue that remains open to the complainer.

5.3 A complaint or issue raised will be viewed as unreasonable if it contains threatening, abusive or offensive language and conveys unrealistic outcomes beyond reasonable expectations.

5.4 In such cases the Trust/Headteacher will consult with relevant parties and may decide that the complaint is not considered.

5.6 The person raising the complaint or issue will be notified in writing that this is the case and that no further response will be made. In such cases, the resulting letter should include an explanation of why this outcome has been reached, and give details of any other avenue that remains open to the complainer.