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## Code of Conduct for Parents, Carers and Visitors<sup>1</sup>

**This Code of Conduct is an unsigned agreement between the Parent, Carer, Visitor and Trinity St Stephen Church of England First School**

The Governors and Staff at Trinity St Stephen Church of England First School value the positive relationship the school has with all its stakeholders and believe that maintaining good relationships is the best way to ensure that the school is able to deliver its primary function: providing the highest standard of education to all its children.

We expect our school community to respect our Christian School Ethos, guided by our Christian values and Biblical teaching. We believe in good working relationships and we welcome and encourage parents and carers to participate fully in the life of our school.

At Trinity St Stephen Church of England First School we are very proud of our positive relationships with our community. The purpose of this code of conduct is to provide the expectations around the conduct of all stakeholders, parents, carers and visitors connected to our school. On the rare occasion that difficulties arise, this code aims to clarify the types of behaviour that will not be tolerated. The code of conduct also sets out the actions the school can take should this code be ignored or where breaches occur.

We are committed to resolving difficulties in a constructive manner, through open and positive dialogue. Where issues arise or misconceptions take place, please contact your child's teacher in the first instance. If this does not resolve the concern, please contact the Head Teacher. Where issues remain unresolved, you may follow the school's complaints procedure which is available on the school website. A copy can be requested from the school office.

### **Behaviour that will not be tolerated:**

- Disruptive behaviour which interferes or threatens to interfere with any of the school's normal operations or activities anywhere on the school premises
- Using loud or offensive language or displaying temper on the school premises
- Threatening in any way, a member of staff, visitor, fellow parent/carer or child
- The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment of your own child on school premises
- 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)
- Damaging or destroying school property
- Smoking, vaping, taking illegal drugs or the consumption of alcohol on school premises (alcohol may only be consumed during authorised events such as certain school fundraisers)

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<sup>1</sup> Ref. *Fir Tree Junior School, Wallingford – Code of Conduct for Parents*

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- Dogs being brought on to the school premises (other than guide dogs) Owners are responsible for the behaviour of their dogs tied up outside the school premises. Any anti-social behaviour may be followed up by contacting the police
- Any other inappropriate behaviour on the school premises
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff/governors at the school on any social media sites.

Should **any** of the above occur on school premises or in connection with school the school may feel it is necessary to contact the appropriate authorities or consider banning the offending adult from entering the school premises.

*Thank you for abiding by this code in our school. Together we can protect our children and staff community by creating a positive environment. It is also important for parents and carers make sure that any persons dropping off or collecting their child(ren) are aware of this policy.*

#### **What happens if someone ignores or breaks the code?**

If any parent/carer or visitor to the school breaks this code then proportionate action will be taken as follows:

In cases where the unacceptable behaviour is considered serious and potentially a criminal matter, the concerns will be referred to the Police. This includes any cases of threats or actual violence to any child, staff or governor in the school. This will also include anything that could be seen as a sign of harassment of any member of the school community, such as any form of cyber bullying.

In cases where evidence suggests that behaviour would be tantamount to libel or slander, the school will refer the matter to the Local Authority Legal Team for further action.

In cases where the code of conduct has been broken but the breach was not libellous, slanderous or criminal matter, the school will send out a formal letter to the parent/carer inviting them to a meeting to discuss the matter. If the parent/carer refuses to attend the meeting then the school will formally write to them ask them to stop the behaviour causing the concern and warn that if they do not they may be banned from the school premises. If, after this, the behaviour continues, the parent/carer will again be written to and informed that a ban is now in place.

#### **Note:**

(1) a ban from the school can be introduced without having to go through all the steps offered above in more serious cases.

(2) Site bans will normally be limited in time in the first instance.

#### **Issues of conduct with the use of Social Media**

Most people take part in online activities and social media. It's fun, interesting and keeps us connected. Each Year Group has a social media group or groups which allows parents to receive and respond to messages about year group organisation and events. We encourage you to positively participate if you wish. Within these spaces however we ask that you use common sense when discussing school life online.

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**'Think before you post'** we ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents or children. We take very seriously inappropriate use of social media by a parent to publicly humiliate or criticise another parent, member of staff or child.

If parents have any concerns about their child in relation to the school as we have said above they should:

1. Initially contact the class teacher
2. If the concern remains they should contact the Headteacher
3. If still unresolved, commence the school complaints procedure

Social media must not be used as a medium to air grievances by any member of our school community or visitor.

**Online activity which we consider inappropriate:**

- Identifying or posting images/videos of other people's children without their parent or carer's consent.
- Abusive or personal comments about staff, governors, children or other parents
- Bringing the school into disrepute
- Posting defamatory or libellous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual children or members of staff
- Threatening behaviour, such as verbally intimidating staff, or using bad language
- Breaching school security procedures

At our school we take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately in line with the actions outlined above.

We ask that you respect our wider community. Please remember that when you are dropping off and collecting your child from Trinity St Stephen Church of England First School your child is wearing school uniform and you continue to represent our community. Please respect our neighbours by ensuring you park considerately.

We thank our community for continually striving towards the highest possible standards of behaviour for all its members.

Louise Lovegrove  
Head Teacher

Vivien Eden  
Chair of Governors

April 2020

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