



# St. Mary's Church of England VC Infant School

*'Sharing, Caring, Learning and Loving with God'*

## ST MARY'S INFANT SCHOOL

### Code of Conduct for Parents/Carers and School Visitors

**Policy Review:**

This Policy will be reviewed by the staff every 2 years

<b>Implemented</b>	<b>September 2019</b>
<b>Next Review</b>	<b>September 2021</b>

At St Mary's School we are very proud and fortunate to have a very dedicated and supportive school community. At our school, the staff, governors and parents alike, all recognise that the education of our children is a partnership between all parties. As a partnership we recognise the importance of solid working relationships to equip all our children with the necessary skills for adulthood. For these reasons we will continue to welcome and encourage parents to participate fully in the life of our school. The purpose of this policy is to provide a reminder to all parents and visitors to St Mary's Infants about the expectations around the conduct of all parents and visitors connected to our school. We understand that everyday frustrations can cause misunderstandings and have a negative impact on our relationships. We believe it is essential that we all remain committed to resolving difficulties in a constructive manner through open, positive dialogue. Our school already has a Code of Conduct for all our staff and volunteers. This Code for Parents is aimed at the wider school community so that we all share a common expectation and understanding over behaviour. Whilst we appreciate that incidents are extremely rare, we feel it is important to make clear the types of behaviour that we will find unacceptable and what action we might take in response

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

- Disruptive behaviour which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises.
- Any inappropriate behaviour on the school premises.
- Using loud or offensive language.
- Threatening a member of staff, visitor, fellow parent or student.
- Damaging or destroying school property.
- Sending abusive or threatening emails, text/voicemail/phone messages or other written communications (including via social media) to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parents/staff/governors at the school on social media
- The use of physical, verbal or written aggression towards another adult or child (This includes physical punishment of a parent's own child on school premises).
- Any language or actions which breach our commitment to Equality and Diversity, for example, but not exclusively, sexist, racist or homophobic comments/actions.
- Smoking, vaping, taking illegal drugs or consuming alcohol on school premises (Alcohol may only be consumed during authorised, licensed events).
- Dogs on school premises (other than assistance dogs) that do not hold a school risk assessment.

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

#### **Think before you post!**

We ask that social media, whether public or private, is not used to voice negative views about the school, school staff, parents or students. We take inappropriate use of social media by a parent to publicly humiliate or criticise another parent, student or member of staff very seriously and will take action when appropriate. If parents have any concerns about their children in relation to the school they should:

1. Initially contact the child's Teacher
2. If the concern remains they should contact the Deputy Head
3. If the concern remains they should contact the Headteacher
4. If still unresolved, contact the school governors through the Complaints Procedure

Online activity which we consider inappropriate:

- Identifying or posting images/videos of students
- Abusive or personal comments about staff, students 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 students
- Using social media to publicly challenge school policies
- Using social media to discuss issues about individual children
- 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.

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

In the event of any parent or visitor breaking this Code, then proportionate actions will be taken as follows: In cases where the unacceptable behaviour is a serious and potentially criminal matter, the concerns will be referred to the Police. This will include any harassment, threats, and actual violence to any child, staff or governor at the school. This may result in a visit from the police to the parent/carer or visitor, a section 4a public order offence which could lead to prosecution and court. The school may take legal advice and consider banning the offending adult from entering the school premises.

In cases where evidence suggests that behaviour would be tantamount to libel or slander, then the school will refer the matter to its solicitor for further action.

In cases where the Code of Conduct has been broken but the breach was not libellous, slanderous or a criminal matter, then the school will invite the parent to a meeting to try to resolve the issue. If the parent refuses to attend the meeting then the school will write to the parent and ask them to stop the behaviour, advising that failure to do so could result in a ban from the school premises.

## **Complaints**

This Code of Conduct does not prevent parents from raising a legitimate complaint. In most cases we hope that all complaints and concerns can be resolved through open dialogue with teachers or other members of staff as appropriate. Where parents are not satisfied with responses that they receive they may then follow the Complaints Procedure as laid out in our School Complaints Policy. This is available on the school's website or hard copy from the school office