



# Parents, Carers and Visitors Conduct Policy

Approval Requirements	Headteacher
Approval/Ratification Date	Sept 2015 -reviewed May 2019
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Signed – Headteacher	<i>Dhaneke</i>

## **Parents, Carers and Visitors' Conduct Policy**

This policy was devised by parents, staff and governors. It applies to all parents, carers and visitors who come to Park Way Primary School.

### **AIMS**

This policy is designed to complement the school's behaviour policy, which makes reference to the expectations of children and adults. This is important to us all as we want our school to be a safe and happy learning environment for everyone. It gives clear guidance on the standards of behaviour all adults are expected to observe. The school will notify parents and carers of this policy as part of the school's induction programme. The policy will also be posted on the school website.

### **SETTING AN EXAMPLE**

All adults who enter the school grounds at any time set examples of behaviour and conduct which can influence pupils.

All adults must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.

### **EXPECTED BEHAVIOUR**

- All adults should show respect for one another, all children and staff. There should be no physical or verbal abuse, rude or aggressive behaviour, foul language, racism, sexism, or any other discriminatory behaviour.
- No one should enter the school grounds whilst under the influence of drink or drugs.
- The school site is a non-smoking environment. This includes e- cigarettes or any device that mimics the action of smoking.
- No one should enter the grounds with a dog or other animal.
- Under GDPR we do not allow the taking of photographs, film footage or recordings of children or their work anywhere within the school grounds or buildings, unless prior permission has been granted.
- If any visiting adult has an issue with a child or parent in the school, they must not approach them directly. Instead, they should report the problem to the class teacher or to the staff in the main office.
- Any personal matters between families that are not to do with the education of the children must be dealt with offsite and away from school and are not to be brought into the school environment.
- If a parent or carer has any issue with the school, the best way to resolve this is by following the school complaints procedure rather than harm the school's reputation by using social networking sites to express their opinion.

- Views about the school can be submitted to <https://parentview.ofsted.gov.uk/>
- All visitors, including parents and carers should only enter the school building through the school office or by permission from a member of staff.
- Notes, swimming money, or similar items should be sent in with the child or be given into the school office. Cash envelopes are available from the school office.

The school site is not a public place. Although there is no legal right of access, the governors, together with all staff of the school, wish to welcome all visitors. However, in order to ensure the best possible learning environment the governors and headteacher of the school reserve the right to ban individuals from the school site who display unacceptable behaviour.

### **Procedure for incidents involving adults on site.**

Happily, incidents rarely occur. However the school will take all necessary action to uphold our conduct policy and to protect the wellbeing of everyone on site.

The school will not get involved in disagreements or conflict between parents and carers. Such incidents could be considered a breach of the peace and will be reported to the police.

All adults on site and at the school gate are expected to comply with our conduct policy.

The behaviour of any individual(s) that compromises the welfare and good order of the school will be dealt with. These behaviours include, but are not limited to;

- Coming into the school building without permission
- Shouting (unless to alert a person of danger)
- Swearing
- Smoking, drinking or taking drugs, or being under the influence of substances
- Being unclothed (eg. not wearing a top in summer)
- Taking photographs, filming or audio recordings without permission
- Physical aggression or intimidating behaviour

### **Abuse or harassment of staff**

The school will act to protect its staff from abuse, intimidating behaviour, harassment and violence.

In all cases the following protocol will be followed.

1. The incident will be reported to the Headteacher – this can be done by speaking to school office staff.
2. The headteacher or a senior member of staff will seek to gain the basic facts and may speak directly to those involved if the incident is still in progress;

3. If it seems that a criminal offence is being committed on site, the Headteacher will inform the police immediately;
4. The headteacher will consider the findings of the investigation;
5. The headteacher will;
  - Speak to the perpetrator (s) about this incident
  - Follow up this conversation with a written record
  - Make clear the action that the school will take about this or any further incident.
  - Clarify with the victim (s), the result of the investigation and the action that has been taken.
6. Action taken could include;
  - Advice
  - Resolution or mediation
  - Formal warning
  - Ban from site
  - Legal action
  - Police criminal proceedings.
7. The school complaints procedure may be used by any individual who has a concern or complaint.