

# CHBP School Federation

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## CHBP Federation

### Code of Conduct for Parents, Carers and Visitors

**This Code of Conduct is an unsigned agreement between the Parent, Carer, Visitor and Brunswick Park and Church Hill Schools.**

Across the CHBP Federation, we are very proud and fortunate to have very dedicated and supportive school communities. At our schools, the staff, governors, parents and carers all recognise that the education of our children is a partnership between us all.

We expect our school community to respect our school ethos, keep our school tidy, set a good example with their own behaviour both on school premises and when accompanying classes on school visits.

In addition, we also expect our parents, carers and visitors to keep our children safe by adhering to the school's request to park safely outside the school gates during morning drop off and afternoon collections.

As a partnership, we are all aware of the importance of good working relationships and all recognise the importance of these partnerships to equip our children with the necessary skills for their education. For these reasons, we will continue to welcome and encourage parents and carers to participate fully in all aspects of our school.

The purpose of this code of conduct is to provide further clarification on the expectations around the conduct of all parents, carers and visitors connected to our school.

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. However, we understand that everyday misunderstandings can cause frustrations and have a negative impact on our relationships. Where issues arise, or misconceptions take place, please contact your child's teacher, the Deputy Head, Head of Schools or the Executive Headteacher, who will be available to meet with you and go through the issue and hopefully resolve it. Where possible, contact should be made through the school office, in the first instance and not directly to members of staff and certainly not after school hours, over the weekend or during school holidays. Where issues remain unresolved, please follow the school's complaints procedure. This is available on the school website or a copy can be requested from the school office.

This code aims to clarify the types of behaviour that will not be tolerated and seeks parental agreement to these expectations.

The code of conduct also sets out the actions the school can, and will, take should this code be ignored or where breaches occur.

**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 or displaying temper.
- Threatening in any way, a member of staff, visitor, fellow parent/carer or child.
- Damaging or destroying school property.
- 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 Facebook or other forms of social media.
- 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.)
- Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events)

Should **any** of the above occur on school premises, or in connection with school, the school may feel it is necessary to take action by contacting 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 create a positive and uplifting environment not only for the children but also all who work and visit our school.

It is important for parents and carers to make sure any persons collecting their children are aware of this policy.

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

In the event of any parent/carer or visitor of the school breaking this code then proportionate actions will be taken as follows:

In cases where the unacceptable behaviour is considered to be a serious and potentially criminal matter, the concerns will in the first instance be referred to the Police. This will include any or all cases of threats or violence and 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 insulting social media post or any form of social media cyber bullying. In cases where evidence suggests that behaviour would be tantamount to libel or slander, then the school will refer the matter to the Local Authority's Legal Department for further action. In cases where the code of conduct has been broken but the breach was not libellous, slanderous or indeed a criminal matter, then the school will send out a formal letter to the parent/carer with an invite to a meeting.

If the parent/carer refuses to attend the meeting then the school will write to the parent/carer and 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 this behaviour continues, the parent/carer will again be written to and informed that a ban is now in place.

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

Most people take part in online activities and social media. It has a common place in today's society and can be fun, interesting and keeps us connected.

The PTA has a Facebook page which allows parents to receive and respond to messages about school events and the PE team also has its own Twitter account. We encourage you to participate positively if you wish. Within these spaces, however, we ask that you use common sense when discussing school life online.

**‘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 the inappropriate use of social media, by a parent, to publicly humiliate or criticise another parent, member of staff or child, very seriously.

If parents have any concerns about their child, in relation to the school, they should follow the procedures outlined above:

1. Initially contact the class teacher
2. If the concern remains they should contact the Deputy Head, Head of Schools or Executive Headteacher
3. If still unresolved, the school governors through the complaints procedure

They should not use social media as a medium to air any concerns or grievances.

**Online activity which we consider inappropriate:**

- Identifying or posting images/videos of children
- Abusive or personal comments about staff, governors, children or other parents
- Bringing the school in to 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.

**Parent/carer conduct on school trips**

Where possible. We love parents and carers to join us on educational trips.

In order to ensure the safety of everyone involved and the smooth running of every excursion, it is vital that parents/carers who accompany the class follow the guidelines below.

- Follow instructions from school adults regarding, timing, activities, meeting points and appropriate supervision of any children you are responsible for, at all times.
- In the instance of any inappropriate behaviour from children in your group, or the wider class, inform a school adult and allow them to manage the behaviour in line with school policy. (Please do not ‘discipline’ children yourself).
- We are a non-shouting school, so please do not raise your voice when speaking to children in your care (unless the noise level in the environment makes this essential).
- Ensure that your own child follows all expectations for behaviour and participation in activities at all times.
- Please do not allow your own child to do things that others have been told they may not do. (This includes buying additional snacks/sweets or items from a gift shop)
- Ensure that children only eat their own food and do not provide children, other than your own child, with any additional food. (This is to ensure that no child suffers an allergic reaction to food they are given).