



**Outwoods Edge
Primary School**

Every Child. Every Day. Every Future.

Code of Conduct for Parents and Visitors to School

Signed by:

 Headteacher

Date: 13.09.2021

 Governor

Date: 13.09.2021

Date of next review: September 2023

Code of Conduct for Visitors to School

1. Introduction

At Outwoods Edge, we pride ourselves on our excellent parental and community relationships, built upon respect, positive values and understanding. Our core values of **Kindness, Responsibility, Respect, Empathy** and **Honesty** are demonstrated by staff and children and are also expected of parents, carers, family members and all other visitors to our school. We are grateful for the support that we receive from the vast majority of visitors in maintaining our caring and safe learning and working environment.

However, where people are not willing to, or cannot abide by such expected behaviours, we reserve the right to ban them from entering the school's grounds. This policy has been written with consideration to the Department for Education's 2018 advice on 'Controlling Access to School Premises' and is applicable to any visitor on site, including parents.

2. Purpose

This document provides an explanation of the acceptable standard of behaviour expected from visitors to the school premises and those interacting with its pupils and staff in order to make this school a safe place to learn, work and visit.

3. What you can expect of us, and what we expect of you

The School and its staff will:

- Treat visitors to our school site with respect to which they are entitled;
- Ensure that visitors to our school site are supervised, where necessary;
- Check the identity of contractors, workers and other visitors to our school site, as necessary;
- Act in accordance with our Safeguarding and Child Protection policy (see the school's website); and
- Do all that they reasonably can to ensure that our school site is a safe and welcoming learning and working environment and place to visit.

All visitors to our school, and those interacting with our pupils, staff and members of our wider school community off the school premises, are expected to behave calmly, politely and respectfully. This means that visitors must:

- treat our school population, environment and property with respect;
- follow our school rules, protocols and any instructions given by school staff;
- report anything that puts anyone at risk on our site to a member of our staff;
- accept that they are responsible for their child's behaviour and safety whilst the child is in their care, even when they are on our school premises.

4. The type of behaviour that the School considers unacceptable

We will decide on a case by case basis whether a visitor's behaviour is unacceptable, but any behaviour that we believe adversely affects our safe and caring learning environment and/or puts the physical or emotional wellbeing of a pupil, member of staff, parent or other visitor at risk, is not acceptable behaviour on our school site.

This may include, but is not limited to:

- disruptive behaviour;
- intimidating, aggressive or threatening speech or behaviour e.g. by swearing, threatening or shouting at others, taking an aggressive stance, threatening to strike someone or assaulting another person;
- damaging school property;
- behaviour that could be considered racist, sexist, homophobic or similarly offensive in some other way;
- smoking, vaping or being under the influence of alcohol or drugs whilst on our school site;
- bringing animals on to our school site, other than guide dogs;
- being in possession of weapons of any kind;
- refusing to follow the reasonable instructions of our staff.

In addition, unacceptable behaviour also includes any communication with a member of our school's community that is malicious, threatening or abusive, including in person, over the telephone or in writing, e.g. by letter, email or any other electronic format, such as social media, regardless of whether it takes place on the school premises.

5. How the School will respond to behaviour that is unacceptable

In most cases, the school will attempt to informally remedy the situation by speaking with the individual concerned, privately. There may be no further action. Where there is any dispute over what has occurred, or if the alleged incident is complex or serious, the school will conduct a formal investigation in order to establish the facts and determine what action should be taken, if any.

If the school decides that a visitor's behaviour has been unacceptable, the school may decide to:

- Informally, i.e. verbally, warn the visitor about their behaviour;
- Formally, i.e. in writing, warn the visitor about their behaviour;
- Formally, i.e. in writing, warn the visitor that repeated incidents of similar behaviour within a specified period may lead to a ban from the premises;
- Ban the visitor from the premises for a specified period.

We will also report the behaviour to the Police where a crime may have been committed.

Visitors will be entitled to make representations to the Governing Body, in line with the school's complaints procedure, if they disagree with the decision reached by the school.