Five Spires Academy

Code of Conduct for Parents, Carers & Visitors to School

Date- February 2024

Review- September 2027

Review Framework:
The policy will be reviewed every 3 years (or sooner in the event of revised legislation or guidance)

Statement of intent

At Five Spires Academy, we are fortunate to have supportive, friendly parents and carers who work in partnership with school staff and contribute greatly to many aspects of school life. We have decided to adopt this Code of Conduct for Parents, Carers and Visitors to help us further our aim to provide an exemplary education and nurturing learning environment for each child, based on their needs, in which everyone aims to treat each other with kindness, courtesy and respect.

Purpose

This document provides an explanation of the standards of conduct expected from visitors to the school premises and those interacting with its pupils and staff so we can continue to progress and achieve in an atmosphere of mutual understanding and respect.

What you can expect of us, and what we expect of you:

Five Spires Academy 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 policy (see the school website).
- Do all that they reasonably can to ensure that our school site is a safe and welcoming learning and working environment.

All visitors to our school, and interacting with our pupils and staff, 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 on our site at risk 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.
- Be responsible for their child's behaviour and safety before the start of the school day.
- Understand that both teachers and parents/carers need to work together for the benefit of their children.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.

The type of behaviour that the school considers unacceptable

The school 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 nurturing 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 e.g. demeaning, intimidating or humiliating a person, being abusive, swearing, threatening or shouting;
- physically aggressive behaviour, e.g. taking an aggressive stance, threatening to strike someone or assaulting another person;
- approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child;
- 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.

1. 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;
- ban the visitor from the premises for a specified period;
- report the behaviour to the police.

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

2. Questions and concerns about this Code

The school is grateful for the support that it receives from visitors in maintaining its nurturing and safe learning and working environment, so any feedback that you may have about the content of this Code, is welcomed.

Please direct any feedback or questions about the Code to the school office who will refer your comments on to an appropriate member of staff.

Adopted by the Governing Board of Five Spires Academy 2024.

Appendix 1: Model letters

Letter 1

Dear parent/carer/visitor, I have received a report about your conduct on (enter date and time). [Add summary of the incident and of its effect on staff, students, others.]

We believe staff, parents/carers and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm, or distress to users of the premises is contrary to the aims of the school. I must inform you that the school will not tolerate conduct of this nature on its premises and will act to defend its staff and students. I am therefore informing you that should the school staff have any further concerns about your behaviour formal procedures will be followed.

Yours sincerely

Headteacher

Letter 2

Dear parent/carer/visitor,

I have received a report about your conduct on (enter date and time). [Add summary of the incident and of its effect on staff, students, others]

We believe staff, parents and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the school. I must inform you that the school will not tolerate conduct of this nature on its premises and will act to defend its staff and students.

The Headteacher has already contacted you on _____. On the advice of the Headteacher I am therefore informing you that should the school staff have any further concerns about your behaviour you will be asked not to enter the premises and you could be prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

Yours sincerely

Chair of Governors

Letter 3

Dear parent/carer/visitor,

I have received a report from the Headteacher about your conduct on (enter date and time). [Add summary of the incident and of its effect on staff, students, other parents.]

I must inform you that the Academy will not tolerate conduct of this nature on its premises and will act to defend its staff and students. On the advice of the Headteacher I am therefore instructing that (for a temporary period) you are not to reappear on the premises of the School. If you do not comply with this instruction, I shall arrange for you to be removed from the premises and prosecuted under

Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

The withdrawal of permission for you to enter the school premises takes effect straightaway. However, I still need to decide whether it is appropriate to confirm this decision. Before I do so, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report which I have received from the Head teacher. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct. To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by (state date ten working days from the date of letter).

If on receipt of your comments I consider that my decision should be confirmed, you will be supplied with details of how to pursue a review of the circumstances of your case.

Yours sincerely

Chair of Governors