

St. Chad's C.E. (C) Primary School for Parent / Carer / Visitor Code of Conduct Policy



We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the person of God may be complete, thoroughly equipped for every good work. (2 Timothy 3:16-17)

This Code of Conduct is an unsigned agreement between the Parents, Carers and Visitors and St. Chad's C.E. (C) Primary School.

This policy will be reviewed in full by the Governing Body on a three yearly basis.

Signature *J Brennan* **Headteacher** **Date: 18th November, 2024**
Joanne Brennan

Signature *Z Comley* **Chair of Governors** **Date: 18th November, 2024**
Zoe Comley

Renewal Date: 21st November, 2026

At St Chad's we are very proud and fortunate to have a very dedicated and supportive school community. At our school, the staff, governors, parents and carers all recognise that the education of our children is a partnership between us and one that is essential so that we may continue to flourish, progress and achieve in a positive atmosphere of understanding.

We expect our school community to respect our school ethos, keep our school tidy, be positive role models by example of their own behaviour, at all times, 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 of the school, during morning and afternoon collections.

As a partnership we are all aware of the importance of good working relationships and all recognise the importance of these relationships 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 the life of our school.

The purpose of this code of conduct is to provide 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 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, in the first instance, your child's teacher who will be available to meet with you and go through the issue and, hopefully, resolve it. 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 accepted and seeks parental agreement to these expectations.

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

Behaviour that will not be accepted:

- 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.
- Inappropriate clothing for a school establishment such as but not limited to expletive slogans, pyjamas.
- Sending abusive or threatening emails, texts, voicemails, 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 or governors at the school on Facebook or other social media sites.
- 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).
- Dogs being brought on to the school premises (other than guide dogs).

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 excluding the offending adult from entering the school premises.

Social Media - 'Think before you post'

Most people take part in online activities and social media. It's fun, interesting and keeps us connected. However, we ask that common sense is always applied, when discussing school life online. 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 very seriously inappropriate use of social media by a parent to publicly humiliate or criticise another parent, member of staff or child.

Online activity which we consider inappropriate:

- Identifying or posting images or videos of children.
- Abusive or personal comments about staff, governors, children or other parents.
- 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.

Thank you for abiding by this code of conduct in our school. Together we will create a positive and uplifting environment, not only for the children, but also for all who work and visit our school.

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

What happens if someone ignores or breaks the code of conduct?

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 of 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 County Council's Legal Team 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 send out a formal letter to the parent or carer with an invite to a meeting.

If the parent or carer refuses to attend the meeting then the school will write to the parent or carer informing them that they must stop the behaviour causing the concern and warn that should they continue with this, then they may be excluded from the school premises. If, after this, the behaviour continues, the parent or carer will again be written to and informed that an exclusion is now in place.

Note: Exclusion from the school can be introduced without having to go through all the steps offered above in more serious cases.

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

1. Initially please contact the class teacher.
2. If the concern remains, please contact the Headteacher.
3. If still unresolved, please contact the Chair of Governors (as outlined in the school's Complaints Policy)

Recording of Meetings

The school is committed to maintaining open, honest, and transparent communication with parents/carers while ensuring the privacy and professional dignity of all parties involved in school meetings and discussions. The recording (audio, video, or photographic) of meetings or conversations with staff members, whether in person or virtual, is strictly prohibited without the explicit prior written consent of all participants.

This includes, but is not limited to:

- Meetings with teachers or school leadership
- Parent-teacher conferences
- Behaviour management discussions
- Special Educational Needs reviews
- Any other formal or informal meetings on school premises or regarding school matters

This policy exists to:

- Protect the privacy and confidentiality of all meeting participants
- Maintain trust and professional relationships between staff and parents/carers
- Ensure open and honest dialogue in meetings
- Comply with data protection regulations and safeguarding requirements
- Create a safe and respectful environment for discussing sensitive matters

If a parent/carer wishes to record a meeting, they must:

- Request permission in writing at least 48 hours before the scheduled meeting
- Clearly state the purpose of the recording
- Obtain written consent from all participants
- Agree to the school's terms regarding the use and storage of the recording

Where consent is given, the school reserves the right to:

- Make its own recording of the meeting
- Specify conditions for the use, storage, and deletion of the recording
- Withdraw consent if terms are breached

Any breach of this policy may result in:

- Immediate termination of the meeting
- Future meetings being conducted with additional staff present

- Restrictions on communication methods
- In serious cases, restriction of access to school premises
- Potential legal action if recordings are shared without consent

The school reserves the right to take appropriate action if this policy is violated.