

BURLINGTON INFANT AND NURSERY SCHOOL

POLICY TITLE: Parents and Visitors Code of Conduct

Persons with Responsibility: Su Yay-Walker

Key Legislation:

Documents consulted:

Policy History:

Issue No.	Date	Author	Summary of Changes	Next Review Date
1	Feb 2022	SYW	New from the Key	Spring 2025

Approved by Governors at a meeting on : _____

Please refer to signed minutes of this meeting

1. Purpose and Scope

At Burlington Infant and Nursery School, we believe it is important to:

- Work in partnership with parents to support their child's learning
- Create a safe, respectful and inclusive environment for pupils, staff and parents
- Model appropriate behaviour for our pupils at all times

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and pupils (through our behaviour policy).

This code of conduct aims to help the school work together with parents and visitors by setting guidelines on appropriate behaviour.

We use the term 'parents' to refer to:

- Anyone with parental responsibility for a pupil
- Anyone caring for a child (such as grandparents or child-minders)

2. Our expectations of parents, carers and visitors accessing the school site:

We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our school
- Respect and adhere to and support the school site safety rules including:
 - Not taking photographs/recording children unless given explicit permission, at significant events such as at a Christmas production
 - No scooting anywhere around the school site
 - Disposing of litter using bins provided
 - No climbing on school playground equipment before and after school
- Work together with staff in the best interests of our pupils
- Treat all members of the school community with respect – setting a good example with speech and behaviour
- Seek a peaceful solution to all issues
- Correct and manage their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct
- Approach the right member of school staff to help resolve any issues of concern

Our expectations of parents, carers and visitors working or volunteering in the school:

- Adhere to the school's policy and procedures
- Behave in a mature, safe, respectful, fair and considerate manner
- Treat all children equally

- Provide a good example and be a positive role model to children
- Do not embarrass, tease or humiliate children
- Do not put yourself in a compromising position with a child, e.g. always leave a door open when working with a child on your own
- Report any safeguarding concerns to the Designated Safeguarding Lead
- Do not leave a child in a position that compromises their safety (e.g. if a parent has not collected them)
- Do not volunteer to help if under the influence of medication, which may cause drowsiness
- Be aware of appropriate boundaries and touch with a child
- Do not photograph children unless asked to do so by the class teacher with a school device

3. Behaviour that will not be tolerated

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- Swearing, or using offensive language
- Displaying a temper, shouting at or using a raised voice at members of staff, pupils or other parents
- Threatening another member of the school community
- Sending abusive messages to another member of the school community, including via text, email or social media
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms
- Use of physical punishment against your child while on school premises
- Any aggressive behaviour (including verbally or in writing) towards another child or adult on school premises
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs)
- Bringing dogs or other animals onto the school premises (other than guide dogs) without explicit permission

4. Breaching the code of conduct

If the school suspects, or becomes aware, that a parent has breached the code of conduct, the school will gather information from those involved and speak to the parent about the incident.

Depending on the nature of the incident, the school may then:

- Send a warning letter to the parent
- Invite the parent in to school to meet with a senior member of staff or the headteacher
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from the local authority's legal team regarding further action (in cases of conduct that may be libelous or slanderous)
- Ban the parent from the school site

The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the headteacher.

The headteacher will inform the governors if a decision is made to ban a parent from the school site.