

Code of Conduct for Parents and Carers

Hayling Island Schools Together



The
Hayling
College



PARENTS/CARERS CODE OF CONDUCT POLICY

Code of Conduct for Parents and Carers of Hayling Island Schools

Introduction

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 all our schools.

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our schools about the expected conduct. This is so we can continue to flourish, progress and achieve, in an atmosphere of mutual understanding.

Guidance

As well as following the guidance set out in our Home-School Agreement, we expect parents, carers and visitors to:

- Respect our school values and our caring ethos.*
- Understand that both teachers and parents need to work together for the benefit of their children.*
- Demonstrate that **all** members of our school communities should be treated with respect and therefore set a good example in their own speech and behaviour.*
- 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.*
- Correct your own child's behaviour, especially in public, where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.*
- Approach the schools to help resolve any issues of concern.*
- Avoid using staff as threats to admonish children's behaviour*

In order to support a peaceful and safe school environment the schools cannot tolerate parents, carers and visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.*
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.*
- Threatening to do actual bodily harm to a member of school staff, Governors, visitors, fellow parents/carers or pupils regardless of whether or not the behaviour constitutes a criminal offence.*
- Damaging or destroying school property.*
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication*
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school, on Facebook or other social sites, see Appendix 1. Any concerns you may have about the school, must be made through the appropriate channels by*

speaking to the class teacher, the Head teacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

- The use of physical aggression towards another adult or child. This includes physical punishment against 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 and consumption of alcohol or other drugs whilst on school property.*
- Dogs being brought on to school premises without permission.*

The schools reserve the right to take any necessary actions to ensure that members of the school community are not subjected to abuse.

All school premises are private property and parents have been granted permission from the school to be on school premises. However, in case of abuse or threats to staff, pupils or other parents, the school may ban parents from entering.

It is also an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on school premises. The police may be called to assist in removing the person concerned.

Parents have the right of appeal by writing to the Chair of Governors within ten days of permission to enter the school premises being withdrawn.

We trust all parents/carers will assist all the Island Schools with the implementation of the policy. We thank you for your continuing support of our schools.

Appendix 1: Inappropriate use of Social Network Site

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and in some cases other parents/students. The Governors considers the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community. Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, the Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any student or parent/carer of a child/ren being educated in school is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites, have clear rules, about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or student removes such comments immediately.

In serious cases schools will also consider their legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly, is the issue of cyber bullying and the use by one child or a parent, to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.

We would expect that parents would make all persons responsible for collecting children aware of this policy.

Appendix 2: Model letters – 1st Letter

Dear parent

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, other parents.]

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.

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

Appendix 2A: 2nd Letter (Similar to 1st)

Dear parent

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, other parents.]

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

Appendix 3: 3rd Letter

Dear [parent]

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 school will not tolerate conduct of this nature on its premises and will act to defend its staff and students. On the advice of the Head teacher 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 Headteacher. 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

Appendix 4: Meeting with staff on school premises

We enjoy meeting with parents and carers and regard it as an opportunity to form the team necessary to get each of our young people the “best deal”.

Can you please help us give you this “best deal” also by following these procedures?

- Please telephone or write to make an appointment. This will enable us to meet properly with you and be better prepared.
- Unless it is an absolute emergency, please do not turn up and demand to see somebody. We all have duties and lessons and staff are not always instantly available.
- When meeting staff please always conduct yourself appropriately. We will not accept aggressive, offensive or foul language and shouting. You are likely to be asked to leave and then be banned from the site if you behave in such a way.
- Always remember that we are after aiming for the same things that you are, i.e. that our children are happy, safe and achieving great things. Sometimes there can be misunderstandings or disputes; we can resolve these things quickly and efficiently by polite cooperation.

We are all very proud of your youngsters and their parents and carers. We are also proud of our record of success in providing a safe, healthy and purposeful environment. All evidence and experience points to the school working closely with home is a powerful support for all youngsters.

Appendix 5: Visitor/emergency protocol

Occasionally people, who are not members of the school, come on site without permission and seek out an individual. If this happens to you and you wish to accommodate a meeting, make sure someone else knows and take the visitor to a suitable location for a discussion, having had the person sign in and follow your safeguarding protocols at reception.

If the person is agitated and is seeking to intimidate or remonstrate with you, you should either:

- ask him/her to wait in reception while you see what you can arrange
- ask him/her to leave and make a proper appointment to see the appropriate person.

If such a person represents an immediate threat (or you witness someone who represents an immediate threat) and he/she refuses to leave when asked, then immediately inform Reception that you need them to call the police.

If you judge the situation to be urgent, simply walk away and ensure that the receptionist knows you need the police to be called. Give the receptionist the names(s) of staff and/or pupil(s) at risk and the location of the trespasser.

Reception staff should operate the following protocol:

IN THE EVENT OF THE NEED TO CALL THE POLICE IN AN EMERGENCY WITH REGARD TO SOMEONE BEING ON-SITE WITHOUT PERMISSION AND IS REFUSING TO LEAVE:

USE 999

ASK FOR THE POLICE

INFORM THE OPERATOR THAT WE HAVE A TRESPASSER ON SITE WHO REPRESENTS A DANGER TO CHILDREN, HAS REFUSED TO LEAVE AND THAT WE NEED URGENT ASSISTANCE.

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|---|---------------------|-------|---------------|
| Headteacher Mengham Infant School | Mrs Lindsay Rebbitt | Date: | December 2016 |
| Chair of Governing Body Mengham Infant School | Suzanne Lewis | Date: | December 2016 |
| Headteacher Mengham Junior School | Mrs Wendy Bolton | Date: | December 2016 |
| Chair of Governing Body Mengham Junior School | Heather Limb | Date: | December 2016 |
| Headteacher Mill Rythe Infant School | Mrs Lucy Ford | Date: | December 2016 |
| Chair of Governing Body Mill Rythe Infant School | Deborah Burrows | Date: | December 2016 |
| Head Teacher Mill Rythe Junior School | David Bessant | Date: | December 2016 |
| Chair of Governing Body Mill Rythe Junior School | Lisa Charlton | Date: | December 2016 |
| Headteacher The Hayling College | Colin Rainford | Date: | December 2016 |
| Chair of Governing Body The Hayling College | Mrs Maureen Mills | Date: | December 2016 |