

Broad Square Primary School



Parent Code of Conduct

Created by: Headteacher

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September 2021	Updated wording of parts of the policy



Broad Square Primary School

Parent Code of Conduct

School Values: Excellence, Responsibility, Respect, Community, Enjoyment, Compassion and Perseverance

Dear Parents and Carers,

We would like to bring to your attention our Code of Conduct for parents and carers. This policy works in conjunction with the Home School Agreement and sets out how parents and school should work together. By enrolling children at Broad Square Primary School, parents and carers agree to adhere to the expectations set out below.

Broad Square Primary School is committed to working in a respectful and positive partnership with our families. Our codes of conduct aim to clarify the types of behaviour that are considered acceptable for all members of the school community.

Best wishes Broad Square Primary School

Code of Conduct for Parents and Carers at Broad Square Primary School

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 process between all parties.

We fully value the importance of good working relationships and all recognise the importance of solid working relationships to equip all of our children with the necessary skills for adulthood.

For these reasons, we will always welcome and encourage parents and carers to participate fully in the life of our school.

We thank you for your ongoing support to the school and we aim to set up a thriving PTA throughout the coming years to increase parents' ability to support the school in a wider sense.

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about the expectations for their conduct at all times.

We understand that everyday frustrations can potentially cause misunderstandings and have a negative impact on relationships. We ask that you raise any concerns in a calm manner with us, so that we can work with you to resolve them as quickly as possible.

Please be assured that all members of staff always remain committed to resolving difficulties in a constructive manner through open, positive dialogue and we will signpost to further support if we feel this would be beneficial.

The policy sets out the actions the school can take should this code be ignored or where breaches occur. It also states actions that parents can take independently if there are any external concerns beyond the school's control.

Parent, Carer and Visitor Expectations

We thank you in advance for ensuring that, whilst associated with Broad Square Primary School, you avoid the following:

- Disruptive or inappropriate behaviour, which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises.
- Using loud or offensive language or displaying temper on and around school premises or in any communication.
- Threatening in any way, a member of staff, visitor, fellow parent/carer or pupil.
- Damaging or destroying school property.
- Sending abusive or threatening emails or text/voicemail/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/governors at the school on Facebook or other 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 (including e-cigarettes), taking illegal drugs or the consumption of alcohol on school premises. (Please note that if any person on the premises is intoxicated, this becomes a safeguarding matter and external agencies will be informed.)
 - Dogs being brought on to the school premises. (Other than medical assistance, trained, school therapy dogs and 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 and/or sadly, consider banning the offending adult from entering the school premises altogether.

Please be aware that any violence or threatening behaviour on school premises will be reported to the police as appropriate. If a serious incident takes place, we will have no hesitation in phoning 999.

Together we create a positive and uplifting environment not only for the children, but also for all school employees and visitors.

Please note: all people collecting children must be aware of this policy

What happens if someone ignores or breaks the code?

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 Merseyside Police.

This will include any or all cases of threats or violence and actual violence to any child, staff member or governor in the school; this will also include anything that could be seen as a sign of harassment or intimidation 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 classed as libellous or slanderous, then the school will refer the matter to the City 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/carer/visitor with an invite to a meeting. If the parent/carer/visitor refuses to attend the meeting, the school will write to them and ask them to stop the behaviour causing the concern and warn that if they do not, they may be banned from the school premises.

If after this behaviour continues the parent/carer/visitor will again be written to and informed that a ban is now in place.

Note: (1) a ban from the school can be introduced without having to go through all the steps offered above in more serious cases.

(2) Site bans will normally be time limited in the first instance. All decisions on site bans will be taken in collaboration with School Governors.

Issues of conduct with the use of Social Media

Most people take part in online activities and social media. It's fun, interesting and keeps us connected.

There are various online school groups managed by parents for parents, such as school Facebook pages, and they can be a wonderful source of knowledge, support and advice. We encourage you to positively participate in these if you wish. Within these spaces however, we ask that you use common sense when discussing school life online – do not name the school, staff or other people's children, as this could bring the school into disrepute unintentionally.

Think before you post

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 pupils.

We take very seriously inappropriate use of social media by a parent to publicly humiliate or criticise another parent, pupil or member of staff.

We would recommend that any social media postings should be referred directly to the police by the member of the community that is affected. Evidence of the posts should be shown to the police. Please inform the school so that we are fully aware of the situation. This information will be recorded in our Safeguarding system.

Online activity which we consider inappropriate:

- Identifying or posting images/videos of pupils
- Abusive or personal comments about staff, pupils or other parents
- Bringing the school in disrepute

- Posting defamatory or libellous comments
- Emails circulated or sent directly with abusive or personal comments about staff or pupils
- Using social media to publicly challenge school policies or discuss issues about individual children
- Threatening behaviour, such as verbally intimidating staff, parents or pupils or using bad language

At our school we take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately in line with the actions outlined above.

Raising Concerns with School

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

1. Initially contact the class teacher
2. If the concern remains, they should contact the head teacher or another member of the senior management team in person.
3. If still unresolved, complaints should be made in writing to the headteacher in line with the Complaints Policy.
3. If still unresolved, the school governors will become involved through the complaints procedure.

We thank you for your cooperation in adhering to the above code of conduct.