



ST. IGNATIUS CATHOLIC PRIMARY SCHOOL

EXCELLENCE • UNITY • SERVICE

CODE OF CONDUCT FOR PARENTS AND VISITORS

Governors' committee responsible:

Full Governing Body

Staff member:

E. O'Neill

Review period:

Biennial

Date policy accepted by Governing Body:

February 2024

Date for review:

Spring 2026

Status

Recommended

Signed by:

Headteacher: _____

Date: _____

Chair of Governors: _____

Date: _____

St Ignatius: Code of Conduct for Parents and Visitors

Preamble

At St Ignatius Catholic Primary School, we are very proud and fortunate to have a supportive and friendly parent body. Our parents recognise that educating children is a process that involves partnership between parents, class teachers and the school community. As a partnership our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

To continue to foster this positive working relationship between parents and school, the school will continue to operate an 'open door policy'. Should you have any concerns regarding your child's education or welfare, your child's class teacher should be the first point of contact. If you feel that the issue is serious enough, you should make an appointment to meet a member of the senior leadership team.

Following this meeting, if you need to discuss an issue further, then should you make an appointment with the Deputy Head or (Acting) Headteacher. 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.

The purpose of this code is to provide a reminder to all parents, carers and visitors to our school about their expected conduct. It will clarify the types of behaviour that will not be tolerated, and seeks parental agreement to these expectations so that we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

The code of conduct also sets out the actions the school can take should this code be ignored or where breaches occur. It is important to note that parents and carers are allowed on school premises by permission of the school; this permission may be withdrawn if necessary.

Safeguarding our pupils is paramount. Therefore, visitors will be required to sign in and wear a visitors lanyard to show that they are authorised to be on the premises.

All volunteers will be required to complete a safeguarding induction and a DBS check before volunteering at the school. We expect all visitors and volunteers to follow our safeguarding policies and procedures at all times.

Guidance for parents, carers and visitors to St Ignatius

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

- respect the Catholic ethos of our school
- understand that both teachers and parents need to work together for the benefit of their children
- 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
- seek to clarify a child's version of events with the school's view in order to resolve any issue
- correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour
- approach the school to help you resolve any issues of concern
- avoid using staff as threats to admonish children's behaviour
- respect the school environment, including keeping the school tidy by not littering
- refrain from driving vehicles into the school car park to drop off or collect children. The car park is for the use of staff and authorised visitors only.
- refrain from walking across the car park and in between parked cars, and use the paths instead
- refrain from waiting or stopping outside the main school gate which must be kept clear at all times for the safety of children
- to respect the parking restrictions and residents in the surrounding area when dropping off or collecting children, with consideration to safety and access
- use appropriate road crossings, modelling safety to your children

2. In order to support a peaceful and safe school environment the school 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
- using loud/or offensive language, swearing, cursing, using profane language or displaying temper in the school environment
- behaving in a disrespectful manner to a member of staff

- engaging in behaviour towards a member of staff which is intimidating and/or abusive
- threatening to do actual bodily harm to a member of school staff, governor, visitor, fellow parent/carer or pupil 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/governors at the school on Facebook , WhatsApp or other social sites or howsoever made. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, the phase leader, Deputy Headteacher or Headteacher 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 their actions 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).
- entering classrooms at any time without permission of the class teacher or Headteacher
- smoking and consumption of alcohol or other drugs
- dogs being brought on to school premises.
- cycling on school grounds or using scooters.

Should **any** of the above behaviour occur on school premises, the school may feel it is necessary to contact the appropriate authorities. The Headteacher and the school governors may prohibit an adult from entering the school grounds to safeguard our school community.

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 code of conduct has been broken but the breach was not a libellous, slanderous or criminal matter, then the school will send out a formal letter with a reminder of the Code of Conduct, and the parent/carer may be invited to a meeting.

If the parent/carer refuses to attend the meeting then the school will write to the parent/carer 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 will again be written to and informed that a ban is now in place.

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 Councils Legal Team for further action.

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 limited in the first instance.

We trust that parents and carers will assist our school with the implementation of this policy and we thank you for your continuing support of the school.

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.

Review

The Governing Body will review this policy bi-annually. The Governing Body may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Governing Body receives recommendations on how the policy might be improved.