

St. John Bosco Catholic Primary School



Parent Code of Conduct

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INTRODUCTION

This Code of Conduct is an unsigned agreement between our parents/carers, their families and visitors at St John Bosco Catholic Primary School.

At St John Bosco 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 between us. We expect our school community to respect our school ethos, keep our school tidy, set a good example of their own behaviour both on school premises and when accompanying classes on school visits or representing our school.

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 the school gates 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.

RATIONALE

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 an 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 your child's teacher or the Headteacher, who will be available to speak to you and hopefully resolve any problems or concerns.

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 code of conduct aims to clarify the types of behaviour that will not be tolerated and seeks parental support. It also sets out the actions the school can take should this code be ignored or where breaches occur.

The essentials:

- ✓ Make sure your child arrives to school on time and is picked up promptly (if appropriate); or let us know if you are running late or if your child is going home with someone else.
- ✓ Complete all consent, contact and medical forms and inform us straight away if anything changes.
- ✓ Make sure your child has the right clothing for any activity they are involved in.
- ✓ Maintain a good relationship with your child's class teacher and attend workshops, school events and parent updates wherever possible or re-arrange if necessary to share information about your child's development.
- ✓ Talk to us if you have any concerns about any part of your child's education and development - we want to hear from you.
- ✓ If you have a concern and wish to make a formal complaint, please ensure that you correctly follow the school's policies and complaint procedures.

The school expects parents and carers to:

- ✓ Respect the caring ethos of the school
- ✓ Understand that parents and teachers need to work together for the benefit of our children
- ✓ Demonstrate in their own behaviour that **all** members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour
- ✓ Understand that even if there is conflict due to a member of staff's oversight, parents must remain calm and respectful and be mindful that we are all working together for the child's best interests
- ✓ Approach school staff to inform them of any issue and allow them to help resolve issues

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- ✓ Work with the school to build relationships with its staff
- ✓ Know that children cannot be moved classes on request of the parent
- ✓ 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 their own child's behaviour, especially where it could lead to conflict
- ✓ Avoid using staff as threats to admonish children

1. UNACCEPTABLE BEHAVIOUR

- 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
- 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, taking illegal drugs or the consumption of alcohol on school premises
- Dogs, other than guide dogs, being brought on to the school premises

We want you and your child to enjoy the best possible educational experience they can. Being aware of our school's expectations will help you to do that.

We expect all parents to follow the expected behaviour and requests set out in this document. If any parent behaves in a way which contradicts this code of conduct, we will address the problem at the earliest opportunity and aim to resolve the issue.

Persistent concerns or breaches may result in banning the offending adult from entering school grounds. This is something we never want to do but the welfare and safety of children and adults on our school site is paramount.

2. 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 or violence and actual violence to any child, staff or governor Any behaviour that could be seen as a sign of harassment of any member of the school community, such as an insulting or derogatory social media post or any form of social media cyber bullying will be reported to the Headteacher and escalation procedures will be put in place if necessary In cases where evidence suggests that behaviour would be tantamount to libel or slander such as unfounded claims either verbal or through social media, then the school will refer the matter to the Local Authority'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, the Headteacher will send out a formal letter to the parent/carer with an invite to a meeting. If the

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parent/carer refuses to attend the meeting the Headteacher will write to the parent/carer and ask them to stop the behaviour causing the concern, failure to do so may result in a ban from the school premises.

3. INAPPROPRIATE USE OF SOCIAL MEDIA NETWORK SITES

Most people take part in online activities and social media; however, we ask that you use common sense when discussing school life online. 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 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.

- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff at the school should not be aired on Facebook or other social sites:
- 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.
- In the event that any pupil or parent/carer of a child/ren being educated at St. John Bosco Catholic Primary 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 pupil removes such comments/ material immediately.
- In serious cases the school will also consider its 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.

Cyber Bullying

We take very seriously the use of cyber bullying 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. The school will also consider its legal options to deal with any such misuse on social networking and other sites.

Parents, carers, families and visitors to school should not use social media as a medium to air any concerns or grievances. This is not helpful as information is not always portrayed consistently and can often raise further concerns within the school community which become more difficult to address.

Inappropriate online activity:

- Identifying or posting images/videos of children
- Abusive or personal comments about staff, governors, children or other parents
- Bringing the school into disrepute
- Posting defamatory or libellous comments
- Emails circulated or sent directly with abusive or personal comments about staff, children or members of the school community
- 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

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Dress and Appearance

- We expect all adults accessing our site to dress appropriately at all times.
- Please avoid clothing that may be viewed as offensive, revealing, sexually provocative, display contentious slogans and so on.

Photographs, Videos and Images

- No electronic equipment should be used whilst in school. This includes mobile phones, cameras and iPads. All equipment should be switched off whilst in school.

School Security

- Adults on site must sign in and wear a visible visitor's badge. Those without an enhanced DBS will be supervised at all times.

At our school we take our safeguarding responsibilities seriously.

Thank you for abiding by this code in our school. Together we create a positive and uplifting environment not only for the children but also all who work and visit our school. It is important for parents and carers to make sure any persons collecting their children are aware of this policy.

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MEETING CALLED TO DISCUSS A BREACH OF PARENT'S CODE OF CONDUCT

Date:

Parent name:

Parent of:

Present at the meeting:

Summary of concern or breach:

Outcome:

Agreed next steps:

-
-
-
-
-

Signature of Parent:

Signature of Head / Designated Safeguarding Lead:

Ensure the parent has received a copy of your Parent's Code of Conduct before the meeting to discuss their breach. It can be referred to during the meeting and any questions or further clarification surrounding your stated expectations can be discussed in further detail.