

The Swan School Policy - Code of Conduct (Parents and Visitors)

Aims:	<ul style="list-style-type: none"> To create a professional learning environment where all students are supported to achieve more than they ever believed possible. To ensure that all students are treated safely and respectfully by parents and visitors to the school. To ensure that all staff are treated safely and respectfully by parents and visitors to the school. To set a positive example of professional conduct for students. <p><i>This will be achieved by:</i></p> <ul style="list-style-type: none"> Recognising that both the school and parents are motivated by the best interests of students. All parents and visitors to the school behaving in a professional, courteous manner to all staff and students. All parents and visitors adhering to school guidelines/policies on safeguarding. All staff, parents, and visitors using the appropriate means of communication.
Targets/ Outcomes	<ul style="list-style-type: none"> The Swan School will be a professional learning environment where all students are supported to achieve more than they ever believed possible. All staff, students, parents, and visitors are treated respectfully at all times.
Definition:	<ul style="list-style-type: none"> Parents - any adult with parental responsibility for a Swan student. This may include carers. Visitor - any person visiting the school who is not a member of staff or a student. This may include parents.
Roles and Responsibilities:	
Students will:	<ul style="list-style-type: none"> Treat all parents/visitors to the school with respect and recognise their responsibility to be a positive representative of our school community. Alert a member of staff if a parent/visitor is behaving in a way that makes them feel uncomfortable.
Staff will:	<ul style="list-style-type: none"> Proactively and respectfully communicate with parents about their child using appropriate channels. Recognise and respect the vital contribution that parents make to students' education. Inform the school office about any visitors to the school. Ensure that all visitors wear a lanyard whilst on the school site and are accompanied at all times.
In addition, Reception staff will:	<ul style="list-style-type: none"> Respectfully welcome parents/visitors to the school, sign them in and explain the safeguarding expectations. Be an initial point of contact to help resolve any concerns. Keep a log of visitors to the school and who they are meeting, ensuring that no visitor enters the school without accompaniment.
Parents and visitors will:	<ul style="list-style-type: none"> Recognise the vital contribution that school staff make to students' education. 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 bring about a peaceful solution to 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 resolve any issues of concern. Avoid using staff as threats to admonish children's behaviour. <p>The following are examples of conduct that will not be tolerated in school:</p> <ul style="list-style-type: none"> Disturbing school staff and trying to speak to them whilst they are supervising children Breaching school security procedures, e.g. entering school gates without using the intercom system when another parent/visitor is leaving or entering Attempts to gain entry to any part of the school in disregard of procedure or without permission and appropriate supervision 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 school staff, governors, visitors, fellow parent/carers or students regardless of whether or not the behaviour constitutes a criminal offence. Damaging or destroying school property. Abusive, persistent 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 additional advice regarding Social Media). 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.
SLT will:	<ul style="list-style-type: none"> Embed a professional learning environment and culture of mutual respect across the school. Support members of staff in communicating with parents/visitors. This may include mediating meetings. Restrict parents/visitors from visiting the school if their behaviour does not meet the standards outlined in the code of conduct.
Related Docs:	<ul style="list-style-type: none"> Safeguarding Policy, Social Media Policy, Home School Agreement

Monitoring Date:	Monitored By:	Full Review Due:	Review By: