

## Parent and Visitor Code of Conduct

### Policy Monitoring, Evaluation and Review

This policy is effective for all academies within the The Mead Educational Trust, the Teaching School, the SCITT and all other activities under the control of the Trust and reporting to the Trust Board.

<b>Version:</b>	1.0
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<b>Author:</b>	C Johnston
<b>Ratified by:</b>	Board of Trustees
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### Revision History:

Version	Date	Author	Summary of Changes:
1.0	July 2017	C Johnston	New policy.
2.0	June 2019	C Johnston	Added section on use of mobile phones/devices.

# Parent and Visitor Code of Conduct

## 1. Introduction

The purpose of this document is to remind parents, carers and visitors about the expected conduct in order to maximise effective partnership working and ensure the safety and wellbeing of pupils and staff.

Reference to visitors within this policy includes any contractors.

## 2. Scope

This code of conduct applies to parents, carers and visitors of the academies within TMET. It is expected that the majority of contact will be with the academies but this code of conduct also applies to any visitors to the Teaching School, SCITT and TMET offices, to behaviour with staff in these settings and to comments about these organisations. Reference to governors includes TMET trustees.

## 3. Expected behaviour and conduct

In order to ensure that our academies remain a peaceful and safe place in which to learn and work, TMET expects parents, carers and visitors to:

- Respect the values and ethos of our academies;
- Understand that teachers and parents need to work together for the benefit of their children;
- Treat all members of staff with respect and therefore set a good example in their own speech and behaviour;
- Approach the academy to help resolve any issues of concern;
- Correct their own children's behaviour on the academy premises, especially where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.

## 4. Behaviour and conduct that is not tolerated

TMET will not 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 academy grounds including sports pitches;
- Use of loud or offensive language, swearing, cursing, using profane language or displaying temper;
- Threats to a member of academy staff, governor, visitor, fellow parent/carer or pupil/student regardless of whether or not the behaviour constitutes a criminal offence;
- Open display of disrespect to any member of staff or governor;
- Defamatory, offensive or derogatory comments in communication, either verbal or written (including emails, text/voicemail/phone messages or other written

- communication) to a member of staff or governor;
- Defamatory, offensive or derogatory comments regarding the academy or any of the pupils/students, parents, staff or governors at the academy on any social media sites;
  - Use of equipment to record conversations with members of staff and governors;
  - Use of physical aggression towards another adult or child. This includes physical punishment against own child on academy premises;
  - Approaches to 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 consuming alcohol or other drugs whilst on academy property.
  - Damage or destruction of academy property; and
  - Dropping litter on academy property.

## **5. Inappropriate use of social media**

In the event that any parent/carer of a pupil/student at one of TMET's academies or other community member is found to be posting libellous or defamatory comments on social media sites, they will be reported to the appropriate 'report abuse' section of the social media network site. All social media 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. TMET will also expect that any parent/carer, pupil/student or community member removes such comments immediately.

## **6. Use of mobile phones/devices**

Parents, carers and visitors are not permitted to take photographs or recordings of pupils unless they are attending Trust or Academy events. Photographs and recordings taken at such events should be for domestic purposes only and should not include any child other than their own. The Trust asks that parents, carers and visitors do not post any images or videos that include any child other than their own child on any social media or otherwise publish those images or videos.

Parents, carers and visitors are not permitted to use their own mobile devices whilst in lessons or when working with pupils. This includes making or receiving calls, or sending texts.

## **7. Dealing with incidents**

An overview of the approaches to dealing with breaches of this code of conduct can be found in Appendix A.

All incidents of threatening behaviour, abuse, violence or any other breach of this code of conduct will be recorded on the incident report form located in Appendix B.

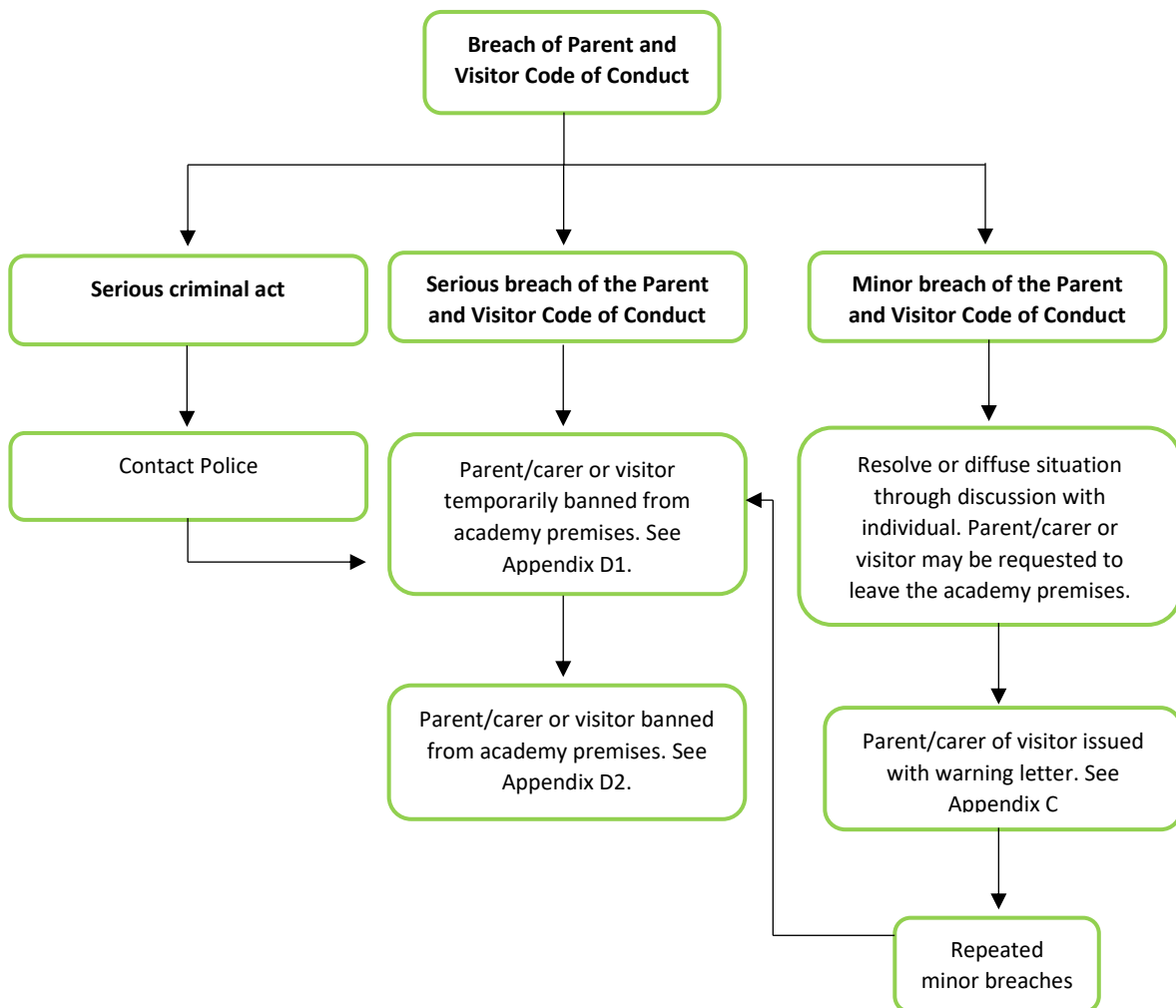
Parents, carers and visitors who display behaviour that breaches this code of conduct will, in the first instance, be politely asked to stop and offered the opportunity to discuss the matter in person.

Where parents, carers or visitors continue to act unacceptably, principals may feel it necessary to issue a warning letter to the individual stating that should the behaviour persist it may lead to a ban from the academy grounds. A model letter can be found in Appendix C.

If necessary, and as a last resort, the academy may bar parents, carers and visitors from the academy premises. In such cases, the principal will write to the individual stating that a bar has been put in place, state the length of the ban, with a review date and will provide the parent, carer or visitor with an opportunity to make representations before finalising the bar. The principal must inform the Trust office when such a decision has been made. A model letters can be found in Appendix D.

**Appendix A:**

**Approach to dealing with breaches of the Parent and Visitor Code of Conduct**





**Appendix B:**

**Parent and Visitor Code of Conduct**

**Incident Report Form**

Academy:			
Date of incident:		Time of incident:	
<b>Details of person reporting incident</b>			
Name:		Position:	
<b>Details of person assaulted/verbally abused (if appropriate)</b>			
Name:		Position (if member of staff)	
Department/Class:			
<b>Details of incident:</b>			
Type of incident:	<i>(e.g. verbal assault, physical assault, nuisance)</i>		
Location of incident:			
Details of incident:	<i>(describe incident, including, where relevant, events leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present)</i>		
Witnesses:	<i>(name, relation to incident (e.g. parent/student/staff member) and contact details)</i>		
Outcome:	<i>(e.g. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)</i>		
Other relevant information:	<i>(e.g. possible contributory factors, has the parent, carer or visitor been involved in any previous incidents?)</i>		
Signed:			
Date:			

This form should be retained by the Academy office.

## Appendix C: Warning letter

Sample warning letter that may be sent to a parent, carer or visitor. The actual wording may need to be amended dependent on the circumstances.

Dear <<insert name>>

I have received a report about your conduct on <<enter date>> and <<enter time>> when you [add summary of the incident and of its effect on staff, pupils, other parents].

I must inform you that <<enter academy name>> will not tolerate conduct of this nature on its premises and will act to defend its staff and pupils.

This letter serves as a written warning, in accordance with our Parent and Visitor Code of Conduct. I must inform you that any repetition of such behaviour could lead to an immediate withdrawal of permission for you to enter the Academy premises.

Should you wish to discuss the content of this letter, please make an appointment to see me via the school office.

Yours faithfully,

**Principal**

<<insert academy name>>

## Appendix D1: Temporary ban from site model letter for parent or carer

Sample initial ban letter that may be sent to a parent, carer or visitor. The actual wording may need to be amended dependent on the circumstances.

Dear <<insert name>>

I have received a report about your conduct on <<enter date>> and <<enter time>> when you [add summary of the incident and of its effect on staff, pupils, other parents].

I note that you have had a written warning about your conduct in the past.

I must inform you that <<enter academy name>> will not tolerate conduct of this nature on its premises and will act to defend its staff and pupils.

Whilst this is being further investigated, I have decided that you may not be present on the Academy premises, unless for a pre-arranged meeting, from now until <<insert date>>, when the situation will be reviewed. The withdrawal of permission for you to enter the Academy premises takes effect immediately and includes all Academy buildings, playgrounds and fields.

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.

For the duration of this decision you may bring your son(s)/daughter(s) [complete as appropriate] to school and collect them/him/her [delete as appropriate] at the end of the school day, but you must not go beyond the school gate.

Arrangements have been made for your son(s)/daughter(s) (insert child/rens names) to be collected, and returned to you, at the school gate by a member of the Academy's staff.

To enable me to take a decision on this matter, please send me any written comments you wish to make by <<insert date – 10 school days from 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 your case.

Yours faithfully,

Principal

<<insert academy name>>



## Appendix D2: Ban from site model letter for parent or carer

Sample ban letter that may be sent to a parent, carer or visitor. The actual wording may need to be amended dependent on the circumstances.

Dear <<insert name>>

I write to you with regard to my letter dated <<insert date>> requesting your account of the events described in that letter and asking you to explain the position from your point of view. [~~Delete as appropriate~~] I have met with you to discuss the concerns/ I have not received a written response from you/I have received a letter from you dated [date], the contents of which I have carefully considered.

In the circumstances, and after further consideration, I have determined that the decision to withdraw permission for you to come onto Academy premises should be confirmed. I am therefore instructing that, until further notice, you are not to come onto the Academy premises without prior knowledge and approval. If you do not comply with this instruction, I shall arrange for you to be removed from the premises. If you cause a nuisance or disturbance on the premises, you may 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.

Even though we have taken this decision, the staff at <<insert Academy Name>> remain committed to the education of your child(ren), who must continue to attend school as normal under the arrangements set out in my previous letter.

This decision will be reviewed again <<(insert review date which should be a reasonable period and no longer than 6 months)>>.

Yours faithfully,

Principal

<<insert academy name>>