



COLMERS SCHOOL
& SIXTH FORM COLLEGE

Policy Title:	Parent & Carer Code of Conduct
Review Frequency	Annually
Relevant Legislation	<p>This document has due regard to all relevant legislation including, but not limited to, the following:</p> <p>Education Act 2011 Education Act 1996 Children Act 2004</p> <p>This document has due regard to statutory and best practice guidance, including, but not limited to, the following:</p> <p>[Updated] DfE (2020 'Keeping children safe in education' [New] DfE (2018) 'Controlling access to the school premises'</p>
Linked Policies	Adult Behaviour Policy Complaints Policy Child Protection and Safeguarding Policy Smoke-free Policy
Policy Owner/Author	Emma Leaman
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Statement of intent

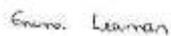
At Colmers School we know that strong relationships with parents and carers is essential to our ethos of Achieving Excellence through Belonging Together and Challenging Mindsets.

To create a welcoming, safe and effective learning environment for our students, the school implements a specifically designed set of rules regarding behaviour and conduct which is strengthened through the support of parents and carers. We also expect parents and carers to conduct themselves in a way that enables effective home-school partnership working.

All staff members have the right to work without fear of violence or abuse; therefore, physical attacks, threatening behaviour, and abusive or insulting language towards staff members, governors, visitors, pupils or other parents may result in individuals being removed from the premises.

This document outlines the manner in which parents and carers are expected to act whilst interacting and communicating with school staff, whether on or off the school premises, as well as detailing the type of behaviour that will not be tolerated.

Signed by:



Headteacher

1st September 2020

Date:



Chair of Governors

1st September 2020

Date:

1. Legal framework

- 1.1. This document has due regard to all relevant legislation including, but not limited to, the following:
 - Education Act 2011
 - Education Act 1996
 - Children Act 2004
- 1.2. This document has due regard to statutory and best practice guidance, including, but not limited to, the following:
 - **[Updated]** DfE (2018) 'Keeping children safe in education'
 - **[New]** DfE (2018) 'Controlling access to the school premises'
- 1.3. This document operates in conjunction with the following school policies:
 - **Adult Behaviour Policy**
 - **Complaints Policy**
 - **Child Protection and Safeguarding Policy**
 - **Smoke-free Policy**

2. Expected behaviour

- 2.1. Parents and carers will be aware of school policies and know that copies of these are available from the **school reception**, ensuring that they act in accordance with school procedures at all times whilst on the school premises, taking particular notice of the **Adult Behaviour Policy**.
- 2.2. Parents and carers will treat staff members, pupils, other parents and external agencies with dignity and respect.
- 2.3. Concerns regarding another parent's or carer's behaviour or conduct will be raised directly with the student's Head of year or the **Headteacher**.
- 2.4. The school expects parents and carers to:
 - Support the ethos of the school by setting a good example in their speech and behaviour towards all pupils, staff members and other adults.
 - Work with staff members to resolve any issues of concern, including clarifying specific events to bring about a positive solution.
 - Correct their child's behaviour appropriately, particularly on the school grounds where it could otherwise lead to conflict, or aggressive or unsafe behaviour.
 - Behave appropriately and respectfully to parents and carers of other students when working with the school to resolve conflict or issues between students.
 - Respect the school environment by keeping it clean and tidy.
 - Follow parking rules, as well as rules for dropping-off or collecting pupils from school.
 - Dress in an appropriate manner when on the school premises and attending school events, so as not to cause embarrassment to pupils, staff members or other parents and carers, such as wearing revealing clothing.

- Avoid bringing into school any external disputes with children or families who also attend the school, in particular through use of social media; in particular to ensure other family members are not brought into disputes in school either directly or through social media.

3. Inappropriate behaviour

- 3.1. The school takes instances of inappropriate behaviour very seriously and will not tolerate any circumstances that may make pupils or members of staff feel threatened. A perceived threat, or any action which makes another individual feel threatened, can be sufficient to bar parents and carers from the premises.
- 3.2. The use of foul and abusive language will not be tolerated on the school premises.
- 3.3. Parents and carers will not discriminate against any individual, whether a staff member, pupil or another adult, on the basis of their age, race, ethnicity, religion, cultural belief, attainment, disability, gender, sexual orientation, marital status, pregnancy or background.
- 3.4. Bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated under any circumstances.
- 3.5. Parents and carers will not confront other parents and carers, or children, regarding their conduct – concerns should be raised in accordance with the school's **Complaints Procedures Policy**.
- 3.6. The school holds the right to escort anyone off the premises who is displaying aggressive or disruptive behaviour.
- 3.7. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises – the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- 3.8. As outlined in the school's **Adult Behaviour Policy**, the persistent occurrence of unacceptable behaviour can result in individuals being permanently banned from the premises.
- 3.9. The sending of abusive or threatening messages will be treated in the same way as any other abusive or threatening behaviour.
- 3.10. The following are examples of inappropriate behaviour that may result in sanctions being issued against an individual:
 - Trespassing on school property without prior permission or implied licence.
 - Causing intentional damage to school property.
 - Breaching the school's security procedures.
 - Verbal abuse: swearing, talking in an aggressive manner, using offensive language or raising their voice at another individual.
 - Making racist, homophobic and sexist comments.
 - Using aggressive hand gestures: raising fists and fingers.
 - Physical violence: hitting, slapping, punching, kicking and pushing.

- Physically intimidating an individual such as standing in a very close proximity to them.
- Partaking in unnecessary physical contact with an individual.
- Writing or online messaging abusive comments regarding an individual, including on social media.
- Psychological harassment: displaying vexatious behaviour which is humiliating for the individual and is damaging to their self-esteem.

4. Smoking, alcohol and other substances

- 4.1. Parents and carers will not smoke on the school premises, in accordance with the school's **Smoke-free Policy**.
- 4.2. Parents and carers will not smoke whilst working with or supervising pupils off-site, such as when on educational visits or during school events.
- 4.3. The taking of illegal or harmful drugs whilst on the school premises is unacceptable and will not be tolerated.
- 4.4. If the school believes that a parent or carer's alcohol or drug usage is impacting on the safety and wellbeing of a child, the school has a duty to raise a child protection concern and take appropriate action in accordance with the school's **Child Protection and Safeguarding Policy**.

5. Use of social media

- 5.1. Parents and carers are expected to act in accordance with the school's **Social Media Policy** when discussing the school on social networking sites, such as Facebook, Twitter and Instagram.
- 5.2. Parents and carers must not attempt to befriend or otherwise contact members of staff or pupils through social media. Where contact has been attempted, this will be reported to the **Headteacher**.
- 5.3. Parents and carers must not post content that is damaging to the reputation of the school or any members of the school community. In the event of defamation, the school will take legal action.
- 5.4. All parents and carers are encouraged to use social media responsibly to set a positive example for pupils.
- 5.5. Cyber bullying of any kind will not be tolerated and will be dealt with as a serious incident.
- 5.6. Parents and carers will not post on social media anonymously or under an alias to evade the guidance given in this document.
- 5.7. Any cases of social media use that breach the guidelines of this policy will be reported to the **Headteacher** immediately.
- 5.8. The **Headteacher** will report offending individuals using the appropriate 'report abuse' section on the specific social media site, and will arrange a meeting with the individuals concerned to discuss their use of social media.
- 5.9. The individual will be advised to remove any posts or comments that are harmful, immediately.
- 5.10. The **Headteacher** may contact the police for legal action where necessary.

6. Managing inappropriate conduct

6.1. In instances of inappropriate behaviour, the school will follow a number of procedures, depending on the severity of the situation. These include:

- In the first instance, the parent or carer who is creating a nuisance or disturbance will be asked to leave the premises or will be invited into a separate room to calm down.
- If a parent or carer has been previously barred from the premises, or has exceeded their implied access to the premises and is causing a disturbance, the school will contact the police for the individual to be removed from the premises.
- The school will also contact the police in the event of any serious violence and assault, and in the event of any actual harm caused to an individual.
- Instances of inappropriate behaviour will be recorded in writing using an **Incident Reporting Form** and will be given to the **Headteacher**.
- The **Headteacher** will invite the individual to attend a meeting in which to discuss their inappropriate behaviour, and explain that further disturbance may result in the individual being barred from the premises.
- If the disturbance continues after a meeting with the **Headteacher**, or where there is a one-off extreme case of violence, the school has the power to bar the individual from entering the school property for a limited time, subject to review.
- In the event of barring an individual from the school premises, the procedure outlined in the school's **Adult Behaviour Policy** will be followed.

7. Monitoring and review

7.1. This document will be reviewed on an **annual** basis by the **Headteacher** and any changes made will be communicated to all parents and staff at the school.

7.2. The next scheduled review date for this document is **September 2021**

7.3. All parents and carers will be provided with a copy of this policy upon their child's attendance at the school, and will be required to familiarise themselves with the procedures and guidelines outlined.