

# ALDER COPPICE PRIMARY SCHOOL

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*Achievement through Commitment*

## Parent Code of Conduct Policy

Policy for the Attention of			
<i><b>Audience</b></i>	<i><b>Key Audience</b></i>	<i><b>Optional Audience</b></i>	<i><b>Additional/Notes</b></i>
Senior Leadership Team	✓		
Teachers	✓		
Teaching Assistants	✓		
Administrative Staff	✓		
Curriculum Support	✓		
Lunchtime Supervisors	✓		
Site Manager		✓	
Cleaners		✓	
Governors	✓		
Parents	✓		
Website	✓		
Local Authority		✓	

*Policy Updated – Summer 2025 ~ Review Date – Summer 2028*

*Please note that wherever the term “parent” is used in this document it also refers to all carers/guardians, grandparents and other family members on site.*

## Legal framework

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

This document has due regard to statutory and best practice guidance, including, but not limited to, the following:

- DfE 'Keeping Children Safe In Education'
- DfE (2018) 'Controlling access to the School Premises'

## Expectations

### Code of Conduct

**Treat all members of the School Community with respect and in a polite manner.**

This means - our school expects parents to:

- ❖ Act in accordance with this Code of Conduct at all times.
- ❖ Support and reflect the School's ethos and values through their behaviour.
- ❖ Set a good example to pupils through their behaviour and the way they interact with staff, pupils and other adults.
- ❖ Work together with staff for the benefit of their child.
- ❖ Treat all governors, staff members, pupils, other parents and any other individuals connected to the School with dignity and respect.
- ❖ Work with staff members to resolve any issues of concern.
- ❖ Where appropriate, clarify their child's version of events with the School to bring about a peaceful solution to any issue.
- ❖ Correct their child's behaviour appropriately, particularly on the School grounds where it could otherwise lead to conflict or aggressive or unsafe behaviour.
- ❖ Respect the School's property and environment by keeping it clean and tidy.
- ❖ Follow the School's parking rules and procedures for dropping-off and collecting pupils from school.
- ❖ Ensure their dress and appearance reflects that they are role models for pupils.

*Policy Updated – Summer 2025 ~ Review Date – Summer 2028*

*Please note that wherever the term "parent" is used in this document it also refers to all carers/guardians, grandparents and other family members on site.*

## School Policies and Procedures

Parents are required to act in accordance with all relevant school policies and procedures at all times including, inappropriate behaviour.

The School takes instances of inappropriate behaviour very seriously and will not tolerate any circumstances that may make pupils, staff members and other members of the School community feel threatened.

Parental behaviour that the School does not tolerate includes the following:

- Using foul, abusive or offensive language;
- Raising voices inappropriately at another individual;
- Making racist or sexual comments;
- Using aggressive hand gestures, e.g. raising fists and fingers;
- Discriminating against any member of the School community, including pupils, staff, governors and other parents;
- Bullying, harassment or intimidation, including physical, verbal and sexual abuse offline and online;
- Sending abusive or threatening messages, emails or other communications to any member of the School community;
- Trespassing on school property without prior permission or implied licence;
- Causing intentional damage to school property;
- Breaching the School's security procedures;
- Using physical violence on the School premises or on a member of the School community;
- Physically intimidating an individual;
- Partaking in unnecessary physical contact with an individual;
- Writing or posting abusive, offensive or defamatory comments about an individual or the School, including on social media;
- Posting content on social media that is detrimental and/or damaging to the School's reputation;
- Sending staff aggressive emails or other communications;
- Psychologically harassing any member of the School community, including displaying vexatious behaviour which is humiliating for the individual and is damaging to their self-esteem;
- Displaying disruptive or other inappropriate behaviour which interferes or threatens to interfere with any of the School's operations or activities;

- Approaching another parent or pupil to discuss or reprimand them because of an issue between pupils;
- Threatening any member of the School community in any way;
- Arriving on the School premises partially clothed;
- Smoking on the School premises;
- Taking illegal or harmful drugs while on the School premises;
- Drinking alcohol on the School premises, unless it has been authorised and supplied by the School;
- Taking photographs or videos on the School premises without permission from the School;
- Driving unsafely within the vicinity of the School.

### **Managing inappropriate behaviour**

If a parent is behaving inappropriately, a report should be made to either the Headteacher or Deputy Headteacher who will decide on the most appropriate course of action.

Parents should raise any concerns regarding another parent's behaviour or conduct directly with either the Headteacher or Deputy Headteacher and not approach the parent themselves.

Instances of parents displaying inappropriate behaviour will be managed in a variety of ways, depending on the severity of the situation.

When a parent has behaved inappropriately, either the Headteacher or Deputy Headteacher will discuss their behaviour with them and attempt to resolve the issue.

Where this initial meeting is not sufficient to resolve the issue, either the Headteacher or Deputy Headteacher and relevant agencies, will consider what further action may be required. This action, depending on the situation, could include the following:

- Barring the parent from the School premises;
- Contacting the Police;
- Seeking legal redress through the courts;
- Restricting the parent's channels of communication to the School, e.g. no longer allowing the parent to send emails to a staff member directly;
- Reporting content the parent has posted online to the website's admin;
- Referring the case to children's social care, where the behaviour indicates that the parent poses a risk to children.

Any child protection and safeguarding concerns will be addressed in accordance with the School's Child Protection and Safeguarding Policy.

***The School reserves the right to escort anyone off the premises who is displaying aggressive or disruptive behaviour.***

The Police may be contacted to provide advice on managing an incident or to assist in the removal of an individual from the premises, where necessary.

The Police will be contacted where a parent is being violent or has committed assault, or where the event has caused harm to an individual.

If a parent has been previously barred from the premises, or has exceeded their implied access to the premises and is causing a disturbance, the Police will be contacted to remove the individual from the premises.

If concerns are raised in relation to a parent's appearance or dress, personal factors will be taken into consideration, on a case-by-case basis, when addressing the concern.

If a parent persistently displays unacceptable and inappropriate behaviour, this may result in them being barred from the School premises, in line with the procedure outlined in this Policy.

### **Barring from the School Premises**

The School has the right to bar a parent from the premises to keep the School community safe.

If a parent is displaying inappropriate or concerning behaviour, they will be asked to leave the School premises.

Behaviour that could result in a parent being asked to leave the premises includes aggressive, abusive or insulting behaviour or language that is a risk to staff or pupils, or behaviour that is making staff, parents or pupils feel threatened.

If a parent persistently or consistently behaves inappropriately on the School site, or there is a one-off incident of extremely inappropriate behaviour, the School reserves the right to bar this individual from the School site.

The School will either:

- Bar the parent temporarily, until the parent has had the opportunity to formally present their side; or
- Inform the parent that they intend to bar them and invite them to present their side.

The Headteacher will send a letter to the parent, informing them of the following information:

- Why they have been temporarily barred or face a bar.
- The nature of the bar, i.e. if they are temporarily barred pending their representation or if they must present their side before the decision to bar can be made.
- That they have the right to formally express their views on the decision to bar in writing to the Chair of Governors within 5 working days.

If the parent writes to the Chair of Governors, then the Headteacher's decision to bar the parent will be reviewed by the Chair of Governors.

The Chair of Governors will take account of any representations made by the parent and decide whether to confirm or lift the bar.

The parent will be notified in writing of the decision to uphold or lift the bar by the Chair of Governors.

If the decision is confirmed, the parent will be notified in writing, explaining:

- How long the bar will be in place; and
- When the decision will be reviewed.

Decisions to bar will be reviewed at the end of the agreed timescale, in line with the process outlined above.

Following a review, the bar may be lifted or, if there are grounds for continued concern regarding the parent's conduct, it may be extended.

Once the appeal process has been completed, parents that remain barred may be able to apply to the Civil Courts. If a parent wishes to exercise this option, they should seek independent legal advice.

## **Code of Conduct**

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### **This means**

- ❖ **Act in accordance with the parent Code of Conduct at all times.**
- ❖ **Support and reflect the School's ethos and values through their behaviour.**
- ❖ **Set a good example to pupils through their behaviour and the way they interact with staff, pupils and other adults.**
- ❖ **Work together with staff for the benefit of their child.**
- ❖ **Treat all governors, staff members, other parents and any other individuals connected to the School with dignity and respect.**
- ❖ **Correct their child's behaviour when on the School grounds where it could otherwise lead to conflict or aggressive or unsafe behaviour.**
- ❖ **Respect the School's property and environment by keeping it clean and tidy.**
- ❖ **Follow the School's procedures for dropping-off and collecting pupils from school.**
- ❖ **Ensure their dress and appearance reflects that they are role models for pupils.**