

## Code of Conduct for Parents, Carers and Visitors (Including Sport)

### Whole school and EYFS

Version	1	2		
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<b>Policy Written by</b>	Mr Whittell (Head)	Mr Whittell (Head)		
<b>Policy seen by Governor on (date / signature)</b>	Mrs Wilcox (CoG)	Mrs Wilcox (CoG)		
<b>Policy Review Date</b>	September 2021	September 2023		

**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment**

## Code of Conduct for Parents, Carers and Visitors

**This Code of Conduct is an unsigned agreement between the Parent, Carer, Visitor and Branwood Prep School.**

At Branwood Prep 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.

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 at school 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.

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 in the first instance, then the Head, who will be available to meet with you and go through the issue and hopefully resolve it. 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.

This code aims to clarify the types of behaviour that **will not be tolerated** and seeks parental agreement to these expectations.

The code of conduct also sets out the actions the school can take should this code be ignored or where breaches occur.

### **Behaviour that will not be tolerated:**

- Disruptive behaviour which interferes or threatens to interfere with any of the schools 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 or harassing 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/verbal communications (including social media) to anyone within the school community. Neither will harassment be tolerated.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff/governors at the school on Facebook, other social media platforms or in real life social situations.
- 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. (Alcohol may only be consumed during authorised events)
- Dogs being brought on to the school premises. (other than guide dogs)

### **Staff Family Time and Work Life Balance**

- Our Staff work very hard for the whole school community and they deserve a proper work life balance within their professional duties.
- Our staff also have families and outside working time they need proper family time. We expect all members of the school community to respect this.
- Our default position is that staff are not required to reply to communications outside school hours if that is what they wish.
- Consequently in normal circumstances school business will only take place during the school day.
- Staff should not be contacted after the end of the school day or during the weekend.
- Parents cannot expect replies from staff outside school hours.
- Parents should only communicate with our staff in a manner that would be acceptable in their own place of work.
- Any messages after the end of the school day will be actioned during the next school day or as soon as possible thereafter.
- If members of staff socialise with parents outside school this is not a time to 'talk about any school matters'. It is our expectation that this is respected.

Should **any** of the above occur on school premises or in connection with school the school may feel it is necessary to take action by contacting the appropriate authorities, contacting the parents or considering banning the offending adult from entering the school premises.

Thank you for abiding by this code in our school. Working together we will create a positive and uplifting environment not only for the children but also for 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.

### **What happens if someone ignores or breaks the code?**

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, member of staff or governor in the school, This will also include anything that could be seen as a sign of harassment of any member of the school community, such as any form of insulting social media post or any form of social media cyber bullying. In cases where evidence suggests that behaviour would be tantamount to libel or slander, then the school will refer the matter to a higher authority. In cases where the code of conduct has been broken but the breach was not libellous, slanderous or criminal matter, then the school will send out a formal letter to the parent/carer with an invite to a meeting.

If the parent/carer refuses to attend the meeting then the school will write to the parent/carer and ask them to stop the behaviour causing the concern and warn that if they do not they may be

banned from the school premises. If after this the behaviour continues, the parent/carer will again be written to and informed that a ban is now in place.

**Note:** (1) a ban from the school can be introduced without having to go through all the steps offered above in more serious cases.

(2) Site bans will normally be limited in the first instance.

### **Issues of conduct with the use of Social Media**

Most people take part in online activities and social media. It's fun, interesting and keeps us connected.

The PTA communicates digitally. We encourage you to positively participate if you wish.

Within these communications 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.

If parents have any concerns about their child in relation to the school as we have said above they should:

1. Initially contact the class teacher
2. If the concern remains they should contact the Head
3. If still unresolved all matters should be addressed through the complaints procedure

Members of the school community should not use social media or social contact as a medium to air any concerns or grievances.

### **Online/Social activity which we consider inappropriate:**

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

At our school we take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately in line with the actions outlined above.

## **Parental Code of Conduct for Sport**

### **Code of Conduct**

Branwood Prep School prides itself on following the advice stated by the ISA on how to ensure sport is enjoyed by all.

### **Coaches and Teachers**

All Branwood staff ensure that the children play for fun and enjoyment and that winning is only a part of this.

Branwood commits to ensure that all coaches/teachers are informed on coaching principles appropriate to the age they are teaching and that all equipment and facilities meet the correct safety standards.

Branwood staff understand the importance of being a positive role model and leading by example (ensuring positive behaviour and respect) towards all players and match officials and parents.

### **Pupils**

Branwood's pupils are expected to:

1. Accept decisions and let their captain or coach ask any necessary questions
2. Be a good sport
3. Play for the fun and enjoyment of it
4. Respect their opponents, match officials and any decisions made
5. Work hard for the team as well as themselves
6. Treat all players as they themselves would wish to be treated

### **Parents and Spectators**

Branwood requests that all parents/spectators to sport matches remember the following:

1. To support positively but avoid 'coaching' comments that may contradict coaches' instructions
2. Applaud good play by both sides and show respect for the team's opponents.
3. Condemn the use of violence in all forms
4. Respect the decisions made by the officials and encourage the children to play to the rules
5. Remember that children learn by example so ensure all language and behaviour is appropriate
6. Emphasise enjoyment and fun
7. Praise and reinforce effort and improvement
8. Recognise the value and importance of coaches. Recognise that they give their time, energy and experience to provide guidance for each child
9. Accept and support the coaches' decision on team selection

### **Match Refreshements**

As a matter of courtesy, all pupils playing are expected to stay for match refreshments, whether at Branwood or visiting other schools.

The pupils at Branwood know the expectations and therefore I would expect all parents to support the school.

### **Missing Matches and Weekend Fixtures**

As parents will be aware, we do give every child the opportunity to represent the school at as many sports events as possible throughout the year.

The expectation is that if chosen to represent the school our pupils must attend.

We appreciate that there will be occasions when prior engagements mean that some children are unable to play fixtures. All we ask is for parents to please write, or preferably email the school, as soon as possible so that alternative arrangements can be made.