

Parent Code of Conduct Policy



1. Purpose of this policy

At Haydon School, we believe it's important to:

- Work in partnership with parents to support their child's learning
- Create a safe, respectful and inclusive environment for pupils, staff and parents
- Model appropriate behaviour for our pupils at all times

- 1.1 To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and pupils (through our behaviour for learning policy).

This code of conduct aims to help the school work together with parents, guardians and any other external visitors by setting guidelines on appropriate behaviour.

In education law, the term "parent" includes the natural or adoptive parents of a student, as well as a non-parent with care of a student and a non-parent with parental responsibility of a student. For the purposes of this policy only, the term "parent" will also include a non-parent who does not have care of or parental responsibility for a student, but who is involved in looking after a student on a regular basis (for example, a child minder, non-resident partner of a parent or relative who takes the student to or from School, is involved with the care of the student in some other way, or a person whose emergency contact number we have been provided with).

- 1.2 The School requires its teachers and other employees to always conduct themselves in a professional manner and behave professionally in difficult and challenging situations, attempt to defuse the situation wherever possible, and to seek the involvement of other employees as appropriate. Furthermore, all employees have the right to work without fear of harassment, violence, intimidation or abuse.

2. Our Expectations

- 2.1 The School expects parents, guardians and other visitors to always behave in a reasonable way towards all members of the School community. This policy outlines the steps that will be taken where the behaviour displayed falls below the standard the School expects and will not be tolerated.

- 2.2 We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our school
- Work together with staff in the best interests of our pupils
- Treat all members of the school community with respect – setting a good example with speech and behaviour
- Seek a peaceful solution to all issues
- Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct
- Approach the right member of school staff to help resolve any issues of concern

2.3 The behaviours of which are unacceptable and will not be tolerated include, but are not limited to:

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- Swearing, or using offensive language
- Displaying a temper, or shouting at members of staff, pupils or other parents
- Threatening another member of the school community
- Sending abusive messages to another member of the school community, including via text, email or social media
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms
- Use of physical punishment against your child while on school premises
- Any aggressive behaviour (including verbally or in writing) towards another child or adult
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- Smoking or drinking alcohol on the school premises
- Possessing or being under the influence of drugs (including legal highs) whilst on the school premise.
- Bringing dogs onto the school premises (other than assistance dogs)
- Any other behaviour likely to cause anybody witnessing it (including the recipient) alarm, distress or to fear that violence may be used against them or others.
- Electronic recordings of any meeting with School Staff without request

These apply to verbal interactions, in person/ video link meetings, email and online interactions.

3. Inappropriate use of Social Network Sites.

- 3.1 Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff staff, and in some cases other parents/carers or students. The School considers the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole academy communities. The use of social media to publicly humiliate another by inappropriate social network posts, can be viewed as cyber bullying.
- 3.2 Any concerns you may have must be made through the appropriate channels by speaking to school staff or by following our Complaints Policy, so they can be dealt with fairly, appropriately and effectively for all concerned.

- 3.3 In the event that any student or parent/carer of a child/ren being educated in the school is found to be posting libellous or defamatory comments on any social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network 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.
- 3.4 The school will also expect that any parent/carer or student removes such comments immediately. In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites.

4. Permission to Enter and Be On the School's Premises

- 4.1 Parents have "implied permission" to enter and be on the School's premises for reasons relating to their child/children's education. This means that parents are welcome to the School to speak to employees about their children, or for meetings, parents' evenings and social events. Parents do not have a legal right to enter or be on the School's premises without a good reason.
- 4.2 Visitors also have "implied permission" to enter and be on the School's premises if they have a reason, for example a courier or delivery person, or a member of the public attending the School's office to make enquiries. Members of the public without a good reason for entering or being on the School premises are trespassing.

5. Withdrawal of Permission to Enter and Be on the School's Premises

- 5.1 The School has the right to withdraw the "implied permission" for a parent or visitor to enter or be on the School's premises if their behaviour while they were previously on the School's premises was unacceptable. The withdrawal of the "implied permission" will be effective as soon as the parent or other visitor has been told that they must leave and are prohibited from returning, and will be confirmed in writing if the home address is known. The full procedure that the School will follow is outlined in further detail below.
- 5.2 Once the "implied permission" has been withdrawn, the School will ask the police to remove the parent or visitor if they appear on the School's premises in future. If the parent or visitor causes a nuisance or disturbance while they are on the School's premises, they may also be prosecuted in the criminal courts under Section 547 of the Education Act 1996, be liable to pay a fine of up to £500.00 and have a criminal conviction recorded against them.
- 5.3 Where a parent has had their "implied permission" to enter and be on the School's premises withdrawn, the School will, in appropriate cases, make alternative arrangements for the parent's children to be dropped off and collected from the School, and in relation to parents' evenings and other meetings.

6. The Procedure for Withdrawing Implied Permission to be on the School's Premises

- 6.1 The initial decision to withdraw "implied permission" is made by the Headteacher or, in the Headteacher's absence from School, the Deputy Headteacher. The Chair of Governors will review the decision regularly, and can delegate this task to another Governor in appropriate cases.
- 6.2 STAGE 1 – Warning Letter from the Headteacher before Implied Permission is Withdrawn

- Where a parent or visitor has behaved in a way which is unacceptable to the School for the first time, they are likely to receive a letter warning them that, if the behaviour is repeated, their “implied permission” to enter and be on the School’s premises will be withdrawn. The Headteacher will send a letter to the parent or visitor confirming the warning and the consequences of failing to heed it.
- However, where the unacceptable behaviour is serious and/or amounts to a criminal offence, it is likely that the parent or visitor’s “implied permission” will be withdrawn immediately without warning under Stage 2.

6.3 STAGE 2 – Letter From Headteacher Withdrawing Implied Permission

- Where a parent or visitor has already received a warning letter under Stage 1 and has behaved in an unacceptable way again, or where a parent or visitor has engaged in serious misconduct and/or conduct amounting to a criminal offence, their “implied permission” to enter and be on the School’s premises will be withdrawn. If possible, they will be verbally informed that they are prohibited from entering or being on the School’s premises immediately after the incident or as soon as practicable thereafter. In any event, the Headteacher will send a letter to the parent or visitor confirming the withdrawal of their “implied permission” and the consequences of failing to comply.
- The prohibition will initially last for ten School days from the date of the letter. The parent or visitor will be invited to provide written comments within five School days of the date of the letter. By the tenth School day from the date of the letter, the Chair of Governors will review the Headteacher’s decision in accordance with Stage 3 (whether or not any written comments have been received) having been provided with all documentation relating to the incident (and any previous incidents), the Headteacher’s record of the decision and the reasons for it.

6.4 STAGE 3 – Review of Headteacher’s Decision by Chair of Governors or a governor acting as their designated deputy.

- The Chair of Governors, or a governor acting as their designated deputy, will be informed within ten School days of the date of the letter notifying the parent or visitor of the Headteacher’s decision to withdraw their “implied permission” to enter and be on the School’s premises. The Chair will review the decision made, consider all documentation relating to the incident (and any previous incidents), the Headteacher’s record of the decision, the reasons for it, confirmation as to whether the parent or visitor has complied with the instruction, and any written comments received from the parent or visitor.
- The Chair of Governors, or governor acting as their designated deputy, must consider whether, with the benefit of hindsight, the Headteacher’s decision, made in the immediate aftermath of the incident, was unjustified; whether, although the Headteacher’s decision was justified at the time, the withdrawal of “implied permission” for a period of ten School days is sufficient to serve as a warning and to allow the parent or visitor time to reflect upon their past and future behaviour; or whether the Headteacher’s decision was entirely justified and should be confirmed for further review at a later date.
- The Chair of Governors, or a governor acting as their designated deputy will, by the tenth School day of the date of the letter, write to the parent or visitor

confirming whether the decision of the Headteacher has been confirmed or revoked, stating their reasons.

- Where the decision has been confirmed, the letter will confirm the date of the next review, which will be for a period of between fifteen and thirty School days, or until the last day of the term or half term period. This will be at the Chair of Governor's or a governor acting as their designated deputy's discretion, subject to a maximum period of thirty School days.
- Where the decision has been confirmed, the parent or visitor will be invited to provide further written comments at least five School days before the date of the next review. These comments should be restricted to the parent or visitor's conduct since the decision was last confirmed or any new consequences of the decision, and should not repeat comments provided previously which the Chair of Governors or a governor acting as their designated deputy will already be in possession of.

6.5 STAGE 4 – Further Reviews Of The Decision

- Where the Headteacher's decision was confirmed by the Chair of Governors, or a governor acting as their designated deputy under Stage 3, or the decision has previously been confirmed under Stage 3, the Chair of Governors or a governor acting as a designated deputy will carry out a further review of the decision by the review date. The Chair or governor acting on their behalf will consider all documentation relating to the incident (and any previous incidents), the Headteacher's record of the original decision, the reasons for it, confirmation as to whether the parent or visitor has complied with the instruction since the last review, any written comments provided by the parent or visitor previously, the record of the Chair of Governors' previous review, and any further written comments received from the parent or visitor following the last review.
- The Chair of Governors or a governor acting as a designated deputy must consider whether, in view of the length of time that the parent or visitor has been prohibited from entering or being on the School's premises, and in light of the parent or visitor's conduct since their "implied permission" was withdrawn, and in consideration of any genuine assurances given in their written comments as their future conduct, it is now appropriate to revoke the decision to withdraw their "implied permission" to enter and be on the School's premises.

7. **Prohibiting Third Parties from Entering and Being on The School's Premises**

7.1 The procedure outlined above relates to parents and visitors who had a valid reason for entering and being on the School's premises. Sometimes, members of the public enter the School's premises when they have no good reason for doing so (for example, they do not have children registered as students at the School, and they are not delivering items or making valid enquiries at the School's office).

7.2 Such people do not have "implied permission" to enter and be on the School's premises, and are therefore trespassing. This means that, if they are causing a nuisance or disturbance on the School's premises, they can be prosecuted under Section 547 of the Education Act 1996. In those circumstances, the School will inform the third party that they are trespassing and ask them to leave the School's premises and, in appropriate cases, call the police and support any prosecution for criminal offences which follows.

- 7.3 Although third parties do not have “implied permission” to enter and be on the School’s premises, for the avoidance of doubt, where the address of the third party is known, the Headteacher will write to the third party warning them of the consequences of reappearing on the School’s premises.