



## **BRETHERTON ENDOWED CE PRIMARY SCHOOL Adult Code of Conduct**

*“Walking in the footsteps of Jesus with our Christian family, we learn, grow, achieve and flourish together in God’s love”*

**This policy is for Bretherton Endowed CE Primary School and The Hub, Bretherton Endowed Out of School Provision.**

Bretherton Endowed CE Primary School Code of Conduct for Parents, Carers and Visitors

Bretherton Endowed CE Primary School is a nurturing learning community. We believe pupils learn best in a safe and supportive environment based on respect and trust and underpinned by an effective partnership between parents, staff and the school community. High standards of behaviour are required of pupils and staff are expected to act professionally at all times. The positive support of parents and carers is needed and highly valued by the school.

This ‘Code of Conduct for Parents, Carers and Visitors’ has been adopted and agreed by the school's governing body. It provides a reminder to all parents, carers and visitors to our school about the conduct expected of them. It sets out both what they should aim to do, and conduct which will not be tolerated. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

This code complements the school's ‘Complaints Policy’ which is designed to handle parental concerns or complaints in a sensitive and mutually supportive manner (see the school website, or contact the school office).

### **Expectations**

We expect parents and carers (and, where appropriate, visitors) to:

- Respect the caring Christian ethos and values of our school
- Work together with school staff for the benefit of their children
- Treat all members of the school community with respect using appropriate language and behaviour
- Approach the school to help resolve any issues of concern
- Where appropriate, clarify a child’s version of events with the school’s view in order to bring about a peaceful solution to any issue
- Promote good behaviour of your own children at all times, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour (but avoid using teachers as a threat if your child misbehaves).

### **Responsibility of staff and volunteers**

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people. Ensuring equipment is used safely and for its intended purpose. Having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures including our policies and procedures for safeguarding and child protection, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow

- challenging all inappropriate behaviour and reporting any breaches of the behaviour code to the Head teacher
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures o this includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

### **Respecting children and young people**

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible. If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

### **Diversity and inclusion**

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

### **Appropriate relationships**

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid showing favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people. If a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults. If a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are
- only provide personal care in an emergency and make sure there is more than one adult present if possible. Unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely

### **In order to support a peaceful and safe school environment, the school will not tolerate parents, carers or visitors exhibiting the following:**

- Disruptive or other inappropriate behaviour which interferes or threatens to interfere with any of the school's operation or activities anywhere on the school premises
- Approaching another parent or child in order to discuss or chastise them because of an issue between the children, (Such an approach to a child may be seen to be an assault on that child and may have legal consequences) - please talk to a member of staff to resolve problems
- Using loud or offensive language or displaying temper
- Threatening, in any way, a member of school staff, visitor, fellow parent/carers or pupil

- Using physical or verbal aggression towards another adult or child, including physical punishment of your own child on school premises
- Any other behaviour, verbal or otherwise, which could be considered to be inappropriate, offensive, or abusive
- Sending abusive or threatening e-mails, text/voicemail/phone messages, or other written communications to anyone within the school community
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/carers/staff at the school on Facebook or other social media (See Appendix below)
- Damaging or destroying school property
- Smoking, taking illegal drugs or the consumption of alcohol on school premises (alcohol may only be consumed during authorised events)
- Taking photographs with phones or other devices on school premises without permission from the school

### **Inappropriate behaviour**

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive or including having any form of sexual contact with a child or young person
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

The above list shows examples of unacceptable behaviour, however, this is not exhaustive. Should any of the above occur on school premises, or any other behaviour which is considered unacceptable, the school may feel it is necessary to take action by contacting the appropriate authorities or considering restricting the offending adult from entering the school premises.

School-related issues which parents or carers may have concerning the school, pupils or their families must be brought to the attention of a member of staff. Parents or carers must not try to resolve any issues themselves by direct action. If issues cannot be successfully resolved by speaking to a staff member, the correct course of action is for parents and carers to use the school's Complaints Procedure as appropriate. This is available on the school website or a copy can be requested from the school office.

We expect all communication between parents and the school to be conducted in a polite and respectful manner. Communication may be similarly restricted if it becomes unacceptable, for example, abusive, persistent or threatening emails or text/voicemail/phone messages or other written communication.

If we are unable to resolve issues in a reasonable manner, the school may have to ban parents/carers/visitors from entering the school grounds, and in extreme cases we may need to involve the police.

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We trust that parents, carers and visitors will assist our school with the implementation of this policy and we thank you for your continuing support of the school.

We ask that parents and carers ensure they make all persons responsible for collecting their children aware of this policy.

Adopted by the Governing Body of Bretherton Endowed CE Primary School.

Adopted : April 2025

To be reviewed by the end of 2027

## **Appendix 1: Inappropriate use of social network sites**

Parents and carers are encouraged to reflect carefully before posting on social media and are asked to consider the wellbeing of others before doing so. Parents are expected to treat everyone with respect and courtesy at all times – even on social media – and reminded that adults should set a good example to their children and other pupils

On occasions some parents are tempted to make inappropriate and/or comments about the school, school staff, other parents and/or pupils on social media. Parents and carers are strongly discouraged from posting negative messages with regard the school on social media. Social media is not the forum for raising concerns or complaints about the school or other parents. If parents have a concern about the school, they can raise their concern directly with the Headteacher and complaints can be raised through the school's Complaints Procedure which is available on the school website.

Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, the head teacher or the chair of governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer of a pupil is found to be posting inappropriate comments on social media, they will be reported to the appropriate 'report abuse' section of the social media site and consideration will be given to taking further action. Repeats of such behaviour will be considered as cyberbullying\*\* which is unacceptable. Making potentially defamatory, offensive or derogatory comments about others on social media could have legal implications. In addition, threats of violence can lead to a criminal action. The school will also expect any pupil or parent/carer to remove such inappropriate comments immediately.

We take very seriously the issue of cyber bullying by one child or a parent to publicly humiliate another by inappropriate social network entry. We will deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare. In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites.

**Libellous or defamatory posts** In the event that any student or parent/carer of a child being educated at the school is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

### **Legal framework**

Under Section 547 of the Education Act 1996 it is an offence for any person to be on school premises to cause or permit a nuisance or disturbance. It provides the right to remove and prosecute any person who is believed to have committed an offence.

Whilst a parent or carer of a child attending the school normally has implied permission to be on the school premises at certain times and for certain purposes, this permission may be withdrawn if the parent or carer exhibits behaviour which the Headteacher believes is unreasonable. This also applies to all other individuals invited into the school for other reasons.

In the event of any parent/carer/visitor breaching this Policy then proportionate action will be taken, for example:

Parents, carers or other visitors exhibiting unacceptable behaviour could have their access restricted which prevents access to the school premises.

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Anyone who has had their access restricted and then ignores the restriction and enters the school site may be removed from the school site and prosecuted, if it is believed they have committed an offence.

The Governing Body, in conjunction with the Headteacher and Lancashire County Council, will take the lead in authorising the removal of a person believed to be causing a nuisance or disturbance, and, if necessary, will bring legal proceedings against them.

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 of violence, and actual violence, to any child, staff, visitor, contractor or Governor of the school. This will include anything which 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 cyberbullying\*\*.

**All aspects of our policy intends to comply within the Data Protection ( GDPR) legislation.**



Headteacher : Mrs Alison Moxham

Chair of Governors : Mrs P Aspden

[www.brethertonschool.org.uk](http://www.brethertonschool.org.uk)