

## Code of Conduct- Parents



*'We can and we will'*

**GLEBE PRIMARY SCHOOL**

### **Code of Conduct- Parents**

#### **Mission Statement**

At Glebe Primary School, we believe in an ethos that values the whole child. We strive to enable all children to achieve their full potential academically, socially and emotionally.

#### **Scope**

This policy applies to all staff directly employed by Glebe Primary School.

Under this policy, the Headteacher will be required to make any declarations to the Chair of Governors.

#### **Introduction**

At Glebe School, we believe in an ethos that values the whole child. We strive to enable all children to achieve their full potential academically, socially and emotionally.

We also 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/ carers;
- Model appropriate behaviour for our pupils at all times.

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 Policy). This Code of Conduct aims to help the school work together with parents, carers and visitors by setting guidelines on appropriate behaviour.

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, 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.

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.

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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.

### **Our Expectations of Parents and Carers**

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;
- Keep our school grounds tidy;
- Set a good example of their own behaviour both on school premises and when accompanying classes on school visits;
- Keep our children safe by adhering to the school's request to park safely outside the school grounds during morning and afternoon collections.
- Treat all members of the school community with respect – setting a good example with speech and behaviour ;
- “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 nor children. That posts about other members of the community are carefully considered, before writing them, including on the Friends of Glebe's Facebook page;
- Seek a peaceful solution to all issues;
- Correct their own child's behaviour (or those in their care), particularly, where it could lead to conflict, aggression or unsafe conduct;
- Approach the child's class teacher, in the first instance, to help resolve any issues of concern about the child's well-being or schooling. If there are further concerns, then to approach the child's phase leader and then finally to members of the Senior Leadership Team.
- To speak to the Designated Safeguarding Lead (DSL), the Headteacher, or a member of the safeguarding team (the Deputy Headteachers, the Pastoral Support Worker or the Special Educational Needs Coordinator- SENCO) in her absence, if there is a safeguarding concern.
- To follow the procedures set out in our Complaints Procedures document, if a complaint is to be made about a member of staff or issues were not resolved.

### **Behaviour That Will Not be Tolerated**

- 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;

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- Sending abusive messages to another member of the school community, including via Classdojo, text, email, voicemail, or social media;
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms;
- The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment of your own child on school premises.
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention;
- 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 or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event);
- Possessing or taking drugs (including legal highs);
- Entering the school grounds under the influence of alcohol or drugs ( including legal highs);
- Bringing dogs onto the school premises (other than guide/ service dogs).

### **Breaching The Code of Conduct**

If the school suspects, or becomes aware, that a parent has breached the code of conduct, the school will gather information from those involved and speak to the parent about the incident.

Depending on the nature of the incident, the school may then:

- Send a warning letter to the parent;
- Invite the parent in to school to meet with a senior member of staff or the Headteacher;
- Contact the appropriate authorities (in cases of criminal behaviour);
- Seek advice from our legal team regarding further action (in cases of conduct that may be libellous or slanderous);
- Ban the parent from the school site;

The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the Headteacher.

The Headteacher will consult the chair of governors, before banning a parent from the school site.

### **Procedures for Parents Working at the School**

This section is purely for parents who are employed by the school in whatever capacity: for parents who have been elected onto the Governing Body of the school; for parents seeking work experience within the school and those who volunteer

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Our primary duty is the happiness and well-being of the children and as such would ask all parents who are considering applying to work in the school (in whatever capacity) to think carefully about what this means to their child.

Some children respond well to their parents working in school and cope well with it. However, others do not and their academic, social and emotional well-being suffers as a result. The school seeks to support parents who work within the school to advise them in ways of discussing the situation with their children to ensure that the situation works for all.

Parents working at the school, in any capacity, have a duty to discuss these issues with their children so that they (the children) have clear expectations, for example, appropriate interaction with their parent — referring to them formally as Mr or Mrs not as Mum or Dad. Likewise at all times members of staff should treat their child in the same manner that they would any other child.

### **1) Parents who are employed by the school**

Adults are expected to carefully consider their responsibilities to their children and the school before applying for a role within Glebe.

While parents of Glebe children are in school and being paid as a member of staff their duty is to Glebe not their child. Therefore, any incidents involving their child that may, subsequently, come under close scrutiny, e.g. matters around behaviour, must be referred to another member of staff to deal with.

Equally we expect all other parents within the school community to understand that all parents who are employed by the school have been subject to the usual procedures for employment, e.g. the interview process and the Senior School Leaders and the Governing Body have been satisfied of their professionalism and ability to perform their role in the best interests of all the children at Glebe.

When parents are employed as teachers or Learning Support Assistants, we endeavour to deploy them in a different year group or class to where their children are. However, this is not always possible and there may be occasion where a parent supports in the class their child is in. Although rare, we deal with this sensitively for all concerned — the child, the teacher and the parent/assistant.

### **2) Parents who are volunteers at the school**

There are many opportunities for people to become involved with school and individuals may wish to be generally available, or to offer their assistance with a particular age group or task.

Some children are not ready to have their parents assisting the teacher in their own classroom as it may be difficult to adjust to a different relationship. In most cases, it is better for the parent to volunteer to work in another area of the school.

An agreement to the volunteer Code of Conduct will need to be signed before this can commence. This can be obtained at the school office. Please see Appendix for 1 for an example.

All volunteers follow the same procedures and a list is held in school of those people who:

- Have applied to be volunteers;
- Who have completed the necessary paperwork and have had DBS clearance.

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### 3) **Parents who complete work experience at the school**

We actively encourage parents to develop professionally and will assist in any way we can. However, we deploy them away from their child's class so that they can fully focus on developing the skills they need.

In all instances, if a teacher feels uncomfortable with the parent in their class, they must inform one of the Senior Leadership Team (Headteacher or Deputy Headteachers)

While working or helping in school, parents are entitled to be treated with the respect and in a manner appropriate to a member of staff. Children are told to refer to volunteers and staff members as Mr, Ms or Mrs rather than by first names.

#### **As professionals (paid members of staff) and volunteers at Glebe are expected to:**

- Demonstrate their support for education and give their full attention to the task in hand; for this reason volunteers should not bring children with them to school unless as part of the group with which they are working;
- Treat what they see and hear in school as confidential; working with other people's children is a privilege with responsibilities. Children observed in the classroom or the school should not be discussed outside, even with that child's parents. Questions relating to individual children should be addressed to the child's teacher or the Head teacher. Volunteers would not normally have access to children's records. An exception might be relevant medical information;
- Arrive on time and be ready to start the agreed task;
- As a volunteer - leave all matters of discipline to the teacher with responsibility. (Volunteers may address behaviour or safety issues at the teacher's discretion.);
- Accept direction and supervision; (Volunteers are not intended to take the place of staff but to provide assistance and enrichment. They should be consistent with the teacher in supporting the school's ethos and behaviour. Volunteers should, therefore, agree to operate under the direction of Glebe staff.)
- Clearly communicate interests and expectations;
- Present a positive role model;
- Adhere to the school's policies and guidelines in the staff handbook
- Dress in a manner that is appropriate for professional working in a primary school;
- Refrain from inappropriate language or topics of conversation.
- Ensure their child does not use the situation to manipulate other pupils' behaviour in anyway.

**Reviewed: June 2020**

**To be Reviewed: June 2022**

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### Appendix 1

#### **Guidelines for Volunteers Working at Glebe Primary School**

1. **Before working in our school as a volunteer a DBS form has to be completed (through the school office) and returned with a disclosure number. If you already hold a DBS with another organisation, which was issued within the last 5 years, please produce the original disclosure at the school office for our records.**
2. All volunteers will need to sign the visitor's book and wear a visitor's badge at all times.
3. At the beginning of the school day, please let your own child enter school as normal before reporting to the office to sign in.
4. At the end of the school day, please sign out at the office and collect your child from the playground as per normal, rather than directly from the classroom.
5. Please resist the temptation to interact with your child during the school day.
6. In order to respect the confidentiality of the children, please do not discuss the children's' behaviour or performance out of the classroom.
7. In order to respect the professionalism of the teacher, please do not discuss the teacher's performance with anyone.
8. Do not repeat **any** conversation heard between professionals at school.
9. Do not disclose **any** information about children to parents.
10. To give staff privacy, we ask that volunteers remain in classes at break times. We ask that you do not go onto the playground or field.
11. Volunteers are very welcome to use the allocated staff toilets.
12. When entering the class, please ask the teacher for instructions regarding your role.
13. If the volunteer is hearing readers, please allow the class teacher to decide the level of reading book.
14. We ask that you dress in an appropriate manner for a school.
15. It is the responsibility of the volunteer to make themselves aware of the health and safety procedures and to be aware of an evacuation route and assembly point in case of fire.
16. Please ensure that mobile phones are switched off at all times.
17. Please keep your handbags and valuables with you at all times. The school will not be responsible for loss or damage of personal property.
18. The school has a reward system in place. You are welcome to use this to reward children. We do ask that you do not reward children with sweets etc. Please ask the class teacher for further details.

**We do greatly appreciate the fact that you have been kind enough to give up your spare time to help the children of our school. We ask that you adhere to the guidelines and act in a professional manner at all times in school.**

**Unfortunately, volunteer helpers who are unable to respect these guidelines will not be able to work in Glebe School in the future.**

**I agree to the above guidelines and will respect them.**

Signed ..... Dated.....

Name ..... Thank you