

PARC LEWIS PRIMARY SCHOOL

Code of Conduct Policy

Audit as per LEA Policy Document guidance

Checked by (date)

Approved by(date)

Date of Next ReviewNovember 2022.....

Reviewed by

Date

Parc Lewis Primary School - Code of Conduct Policy for School Users

We believe staff, parents/guardians, other adults and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the School.

We ask that all stakeholders (pupils, parents, staff, Governors, visitors) respect the professional judgements made by the Headteacher and teaching staff. Those who disapprove of professional decisions and School Management policies have the choice of either discussing and understanding issues raised or making a complaint following the Complaints Procedure Policy.

RESPECT AND CONCERN FOR OTHERS AND THEIR RIGHTS

Whilst disrespectful behaviour from stakeholders is very rare, we need to have a Code of Conduct in place to safeguard the children and staff. Therefore, we ask that stakeholders give all members of staff the same level of respect as staff afford to them.

Aim:

- ☐ **That all members of the School's community treat each other with respect.**

Expectations:

- ☐ That adults set a good example to children at all times, showing them how to get along with all members of the School and the wider community;
- ☐ That no members of staff, parents/carers, other adults or children are the victims of abusive behaviour or open to threats from other adults on the School premises;
- ☐ Physical attacks and threatening behaviour, abusive or insulting language verbal or written, to staff, governors, parents/carers, children and other users of the School premises will not be tolerated and will result in withdrawal of permission to be on School premises;
- ☐ Any parent who is asked to leave the School premises will have the right to appeal the decision by writing to the Chair of Governors.

Roles and Responsibilities:

It is the responsibility of the Head teacher and Governors to monitor and review this policy.

Guidelines:

Types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the School's community may include:

- ☐ Shouting, either in person or over the telephone;
- ☐ Inappropriate posting on social networking sites that is deemed as bullying;
- ☐ Speaking in an aggressive/threatening tone;
- ☐ Physically intimidating e.g. standing very close or invading another's personal space;
- ☐ The use of aggressive hand gestures or sudden and or exaggerated movements;
- ☐ Physical threats, in person or by any other means;
- ☐ Shaking or holding a fist towards another person;
- ☐ Swearing;
- ☐ Pushing;
- ☐ Hitting e.g. slapping, punching or kicking;
- ☐ Any other unwanted physical contact;
- ☐ Spitting;
- ☐ Racist, sexist, homophobic or any other comments deemed offensive to an individual or group.

This is not an exhaustive list but seeks to provide illustrations of such behaviour.

Inappropriate use of Social Network Site

Social media and Apps are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff and, in some cases, other parents/pupils.

The Governors of Parc Lewis Primary 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 School Community. Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, the Headteacher or the Chair of Governors, so that they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer of any child being educated in Parc Lewis Primary 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 and to the Police.

All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report content or activity which breaches this. The School will also expect that any parent/carer or pupil 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. Additionally, and perhaps more importantly, is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.

Consequences

The above behaviours on school premises will be reported to the appropriate authorities and Governors may prohibit an offending adult from entering the school grounds to safeguard our school community.

The school reserves the right to take any necessary actions to ensure that members of the School's community are not subjected to abuse. Therefore,

1. Incidents of rudeness will be logged with the Head teacher and Chair Of Governors;
2. Abusive adults will have one written warning from the Head teacher;
3. School premises are private property and parents have been granted permission from the School to be on school premises. **However, in case of abuse or threats to staff, pupils or other parents, School may ban parents from entering the School.**
4. Unacceptable behaviour may result in the Police being informed;
5. It is also an offence under *section 547 of the Education Act 1997* for any person (including a parent) to cause a nuisance or disturbance on school premises. The police may be called to assist in removing the person concerned.

Disrespectful and unacceptable behaviour will not be tolerated and the necessary actions will be enforced:

- ☐ The parent will be given the opportunity to discuss matters with a senior member of staff to discuss and resolve the issue
- ☐ If the matter cannot be resolved immediately, the parent will be asked to leave the school premises until a meeting is held to discuss and resolve the issue;
- ☐ In the event of severe or continual abuse, the Local Authority and police will be informed and the parent may be banned from the premises.

School is **not** responsible for organising arrangements for children in the above circumstances. Parents will need to provide alternative arrangements for bringing children into School.

Appeal

Parents have the right of appeal by writing to the Chair of Governors within ten days of permission to enter the School premises being withdrawn.

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

Reporting Concerns - A School User Incident

Reported by:	
Signed:	
Role within School (circle as appropriate):	Pupil / Staff / Other School User _____
Date of Incident:	
Time of Incident:	
Place of Incident:	
Witnessed by:	
Incident: Including a clear and detailed account of what happened, what was said and the effect that it had on pupils, staff and/or other school users. <i>Please continue on the reverse if necessary.</i>	
Reported to:	
Signed:	
Follow Up:	

Protocol for Dealing with Aggressive School Users.

Beforehand

Do:

- ☐ be transparent about what's coming up in the classroom so that there are no surprises;
- ☐ prepare for the meeting where possible using supporting information/data;
- ☐ ask a senior member of staff for support if you feel that it might be a difficult meeting.

During

Do:

- ☐ where possible, meet face-to-face in order to resolve conflict;
- ☐ make sure that a colleague is either with you or in the vicinity.
- ☐ stay calm and listen;
- ☐ try to present yourself as confident and professional and use our ethical standards to guide how to respond — care, trust, respect, integrity;
- ☐ remain open to the parent's point of view;
- ☐ take time to consider your response and use 'I' language. For example: 'I understand that you feel...' 'I know that you are concerned...' 'I should like to help us resolve this matter...'
- ☐ remember to point out that you're both on the same side — you both support the child's learning;
- ☐ try to offer creative solutions that could help the child deal with whatever the parent is worried about;
- ☐ try to show the parent that there is more than one way to help the child;
- ☐ conclude the meeting with a specific plan for improved communication and next steps / actions. Make notes using specific language and ask the parent to sign them;
- ☐ seek immediate advice from a senior member of staff if anxious or concerned.

Do not:

- ☐ respond to personal attacks that question your integrity or teaching ability;
- ☐ continue the meeting if you feel threatened or unsafe in any way.

After

Do:

- ☐ record the meeting as precisely as you are able;
- ☐ report the incident to the Headteacher – Mr A Roberts or the Deputy Headteacher – Mrs C Hughes;
- ☐ keep an archive of any correspondence that you may receive (emails, letters, social media posts etc.) and send the trail to Mr Roberts.

If you see a colleague dealing with a difficult situation, please do not leave them on their own. Remain in the vicinity and send a message for help / support via another member of staff and/or mobile phone.

No member of staff is to be left alone outside, either on or off School premises. It is the responsibility of all staff to remain alongside a lone colleague until the meeting is concluded or support arrives. Please see the School's *Lone Worker Policy*.

In the event of an attack on personal safety, all staff are instructed to move into the School building or a place of safety immediately and to call the police as soon as possible on 999. After the event, please also call the police on 101 in order to log the incident for future reference.

Date

Dear

Parc Lewis Primary School has received a report that on [date] at approximately [time] your behavior was deemed unacceptable, in that, [summary of incident, including effect upon pupils, staff and/or other adults].

Our School is a learning environment for young people and we strive to ensure that the children, parents, staff and other members of the community feel safe and welcome at the School.

We believe that your recent actions have conflicted with this aim and we ask that you strongly and carefully consider the impact that your actions have had on the School Community.

We ask that there is no repeat of the incident detailed above.

Should you wish to discuss this in any further detail, please contact the School by email admin@parclewisprimary.rctcbc.cymru, and make an appointment to speak to Mr. Roberts.

A copy of our School's policy for School User Conduct is attached for your consideration.

Parc Lewis Primary School trusts that this matter can now be put firmly behind all parties.

Yours sincerely

Mr A Roberts
Headteacher

Date

Dear

Parc Lewis Primary School has received a report that on [date] at approximately [time] your behavior was deemed unacceptable, in that, [summary of incident, including effect upon pupils, staff and/or other adults].

We must inform you that Parc Lewis Primary School will not tolerate conduct of this nature on its premises and will act to protect and defend its pupils, staff and other members of the School's Community.

Parc Lewis Primary School is therefore putting you on notice that if a further report of unacceptable conduct regarding your behaviour is received then we shall have no option but to instigate the School's formal procedure and withdraw your permission to enter or be on the premises of Llanedeyrn Primary School.

A copy of our School's policy for School User Conduct is attached for your consideration.

Parc Lewis Primary School also inform you, that, if your permission to enter or be on our School's premises is withdrawn, then you can be removed by a police officer and you may be prosecuted under Section 206 (Schedule 20) of the 2002 Education Act – Nuisance on Educational Premises. If convicted under that section, you will be liable to a fine of up to £500.00 and a criminal conviction will be recorded against you.

If you have any concerns that have led to your unacceptable conduct, then you are able to raise these with the school in accordance with our School's Complaints Policy, a copy of which is also attached for your consideration.

Parc Lewis Primary School, however, trusts that this matter can now be put firmly behind all parties.

Yours sincerely,

Mr A Roberts
Headteacher

Date

Dear

Parc Lewis Primary School has received a report that on [date] at approximately [time] your behavior was deemed unacceptable, in that, [summary of incident, including effect upon pupils, staff and/or other adults].

We must inform you that Parc Lewis Primary School will not tolerate conduct of this nature on its premises and will act to protect and defend its pupils, staff and other members of the School's Community.

School therefore has no option but to instigate the School's formal procedure and withdraw your permission to enter or be on the premises of Parc Lewis Primary School.

Should you need to contact the School to discuss (name of pupil), you should telephone the School Office on 01443 486836 and ask to speak to Mr Roberts, or that Mr Roberts calls you back as soon as he is available.

A copy of our School's policy for School User Conduct is attached for your consideration.

School should also inform you that, should you attend the School premise or grounds without permission, then you can be removed by a police officer and you may be prosecuted under Section 206 (Schedule 20) of the 2002 Education Act – Nuisance on Educational Premises. If convicted under that section, you will be liable to a fine of up to £500.00 and a criminal conviction will be recorded against you.

If you have any concerns about the School that have led to your unacceptable conduct, then you are able to raise these with the School in accordance with our School's Complaints Policy, a copy of which is also attached for your consideration.

You are invited to attend a review meeting with the Headteacher, Deputy Headteacher and a representative from the School's Governing Body on (Date and time in 6 weeks). The meeting will take place in Mr Roberts' Office. At this meeting we shall discuss the issues that led up to the incident and we will outline our expectations for future conduct.

Yours sincerely,

Mr A Roberts
Headteacher