

Spalding Parish Church of England Day School

*At the heart of our diverse community, striving for excellence,
enabling all to achieve their highest potential.*



Adult Code of Conduct

Date of Policy:

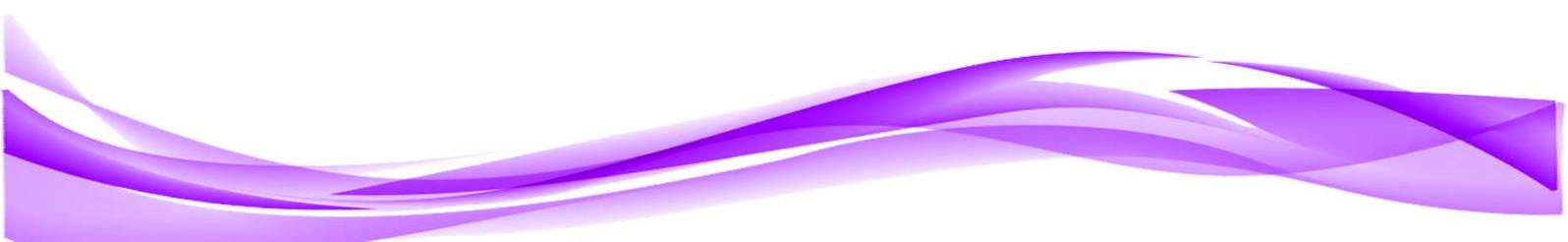
July 2020

Adopted by Local Council:

July 2020

Signed by Chair of Governors:

Updated Policy: Jul' 20		



1) Our Vision

*At the heart of our diverse community, striving for excellence,
enabling all to achieve their highest potential.*

We aim to be an outstanding inclusive church school embodying the love and care of God the Father for everyone, striving to help all in our school prosper and fulfil their unique potential in the fullness of Christ, and co-operating with the Holy Spirit for the flourishing of every person through the principles of wisdom, hope, community and dignity.

'Start by doing what's necessary, then do what's possible; and suddenly you are doing the impossible.' **St Francis of Assisi**

As a caring Christian community built on Compassion, Trust, Friendship and Hope our work and vision is based on the core values stated above alongside the additional values of Courage, Perseverance, Humility, Forgiveness, Wisdom and Thankfulness. These values clearly state our firm belief in God overarched by the values of Respect and Responsibility and our school ethos, all of which is encapsulated in the school's Mission Statement.

Our Christian values-based school celebrates curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all we do. Our children learn to become resilient and self-assured in a safe, inclusive and nurturing community. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

2) Introduction

We are very fortunate to have mainly supportive and friendly parents/carers and visitors to the school community. We want our parents to recognise that educating children is a process that involves partnership between parents, class teachers and the school community.

As a partnership, our parents/carers should understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

3) Purpose

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

4) Guidance

We expect parents, carers and visitors to:

-  Respect the caring ethos and values of our school;
-  Understand that both teachers and parents need to work together for the benefit of their children;
-  Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour;
-  Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue;

- 🔥 Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour;
- 🔥 Approach the school to help resolve any issues of concern by making an appointment to meet with the class teacher in the first instance or with the teacher's line manager which in our school is the Head Teacher;
- 🔥 Avoid using staff as threats to reprimand children's behaviour;
- 🔥 Remember how busy members of staff are during the school day, particularly first thing in the morning and where you need to speak with a member of staff make an appointment to do so at a time when they can give you their full attention.

In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:

- 🔥 Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches;
- 🔥 Using loud/or offensive language, swearing, cursing, using disrespectful language or displaying temper anywhere on school grounds;
- 🔥 Abusive or threatening e-mails or text/voicemail/phone messages or other written communication;
- 🔥 Dictating behaviour to staff about how their professional duties will be discharged;
- 🔥 Speaking to members of staff at the school in a manner that is aggressive, demanding or intimidating including invading their personal space;
- 🔥 Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carer or student regardless of whether or not the behaviour constitutes a criminal offence;
- 🔥 Damaging or destroying school property;
- 🔥 Defamatory, offensive or derogatory comments regarding the school or any of the students/parent/staff, at the school on Facebook or other social sites. (See Appendix 1). Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, Head Teacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned using the appropriate complaints procedure;
- 🔥 The use of physical aggression towards another adult or child;
- 🔥 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 and consumption of alcohol or other drugs whilst on school property;
- 🔥 Dogs being brought on to school premises without prior consent – at our school parents are expected to tie their dogs to the school sign post just inside the car park entrance.

Should any of the above behaviour occur on school premises the school may feel it is necessary to contact the appropriate authorities and if necessary, restrict the access of the parents concerned to the school or even ban the offending adult from entering the school grounds and/or put in place a communications strategy to restrict the manner in which communications take place with the school.

Clearly in serious instances where the peace is breached or the criminal law broken the school will also involve the police.

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

Note: Could parents please ensure they make all persons responsible for collecting their children aware of this policy.

Appendix 1: Inappropriate use of Social Network Site

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Head Teachers, school staff, and in some cases other parents/students.

The school seeks to teach pupils the importance of appropriate and responsible use of social media and it is therefore vital that everyone in the school community, including parents and carers lead by example.

The Governors 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 Head Teacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned in line with the school complaints policy.

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 Facebook or other 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 content or activity which breaches this. 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. 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.

**Spalding Parish Church of England Day School
Adult Code of Conduct Incident Report Form**

Relevant incidents include trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to property. Where possible, the form should be completed before any discussion between witnesses is possible, as this might lead to allegations of collusion. This form should be completed as fully as possible, using a continuation sheet if necessary. For any incident involving or witnessed by a pupil or parent/carer/visitor, a member of staff should complete the form on their behalf. The completed form should be passed to the Head Teacher for appropriate action and recording.

Date of incident:	Time of incident:
Name of person reporting the incident:	
Date incident reported:	
Member of staff recording the incident:	
Date incident recorded:	
Name(s) of person(s) causing incident:	
<i>Where name/s are unknown, provide other details which may allow their identification.</i>	
Status of person(s) causing incident: <i>(e.g., parents/carers/visitors/trespassers).</i>	
Full description of incident: <i>(e.g., names of persons involved; location, nature of any injuries; attendance of emergency services).</i>	
Names/status of any witnesses:	
Initial action/outcome: <i>(e.g., informal conciliation; police intervention; warning or banning letter issued).</i>	
Summary of subsequent actions taken by the school, including risk assessments:	
Linked Incidents: <i>(if any).</i>	