



## Code of Conduct for Parents, Carers and Visitors

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### Signatures:

	Name	Signature
Chair of Governors:	Jess Williams	J. Williams
Headteacher:	Sarah Court	S. Court

## **Code of Conduct for Parents, Carers and Visitors to Ysgol Golwg Pen y Fan**

### **Cradoc Campus, Mount Street Infant Campus, Mount Street Junior Campus**

This Code of Conduct is an unsigned agreement between the Parents, Carers, Visitors and Ysgol Golwg Pen y Fan.

#### **Introduction**

At Ysgol Golwg Pen y Fan we are very proud and fortunate to have a very dedicated and supportive school community. At our school the staff, governors, parents and carers all recognise that the education of our children is a partnership between us. We expect our school community to respect our school ethos, keep our school tidy, set a good example by their own behaviour both on school premises and when accompanying classes on school visits.

In addition, we also expect our parents, carers and visitors to keep our children safe by adhering to the school's request to park safely when dropping off and picking up children at the beginning and end of the school day.

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.

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, senior leader on the school campus or the Headteacher, 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.

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.

#### **Inappropriate Behaviour**

Types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the school community (this is not an exhaustive list but seeks to provide illustrations of such behaviour):

- Shouting, either in person or over the telephone
- Inappropriate posting on social networking sites which could bring the school into disrepute or be deemed as bullying

- Speaking in an aggressive/threatening tone
  - Physically intimidating, e.g. standing very close
  - The use of aggressive hand gestures/exaggerated movements
  - Physical threats
  - Shaking or holding a fist towards another person
  - Swearing
  - Pushing
  - Hitting e.g. slapping, punching or kicking
  - Spitting
  - Racist or sexist comments including sexual innuendos
- Inappropriate use of Social Networking Sites

Most people take part in online activities and social media. It's fun, interesting and keeps us connected. We encourage you to positively participate if you wish. Within these spaces however, we ask that you use common sense when discussing school-related issues.

### **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 or children. We take very seriously inappropriate use of social media by a parent/carer to publicly humiliate or criticise another parent, member of staff or child.

Online activity which we consider inappropriate include:

- Identifying or posting images/videos of children
- Abusive or personal comments about staff, governors, children or other parents
- Bringing the school into disrepute
- Posting defamatory or libellous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual children or members of staff
- Threatening behaviour, such as verbally intimidating staff, or using bad language
- Breaching school security procedures

### **Procedure to Address Inappropriate Behaviour**

At Ysgol Golwg Pen y Fan, we operate a zero-tolerance policy concerning the use of inappropriate behaviour anywhere on the school site. All staff and governors agree that any adult found to be using inappropriate behaviour towards other adults or children should be dealt with using the following steps:

#### **An adult approaches another child**

The adult will be spoken to immediately and the issue investigated by a school leader. This will be reported to the Headteacher and recorded. The adult will receive a warning letter.

#### **A parent approaches another parent**

The parent should report this to a member of staff or a member of the Senior Leadership Team. The offending parent/s will be spoken to as soon as possible after the incident and reminded that we have a zero tolerance of inappropriate behaviour. A letter will be given to the parent/s. This warns a parent that if it recurs they could be banned from the school site under section 547 of the Education Act 1996.

### **A parent approaches a member of staff**

This should be reported immediately to a member of the Senior Leadership Team. This will be investigated as soon as possible, and the member of staff will be informed of the action taken. The parent/adult will be spoken to and given a warning letter. This warns a parent/s that if it recurs, they could be banned from the school site under section 547 of the Education Act 1996.

### **Recurring inappropriate behaviour**

If a parent/s continues to use inappropriate behaviour the Headteacher and Chair of Governors will meet with them to discuss their behaviour and action required to enable them to continue to be granted access to the school premises. The outcome of such a meeting may result in the parent/s being banned from the school site under section 547 of the Education Act 1996

NB For 'parent' read any adult who accompanies children onto the school site. Depending on the circumstances of the individual incident, these procedural steps may be amended at the discretion of the governing body. The school reserves the right to go straight to a ban where in the school's view the circumstances are sufficiently serious.

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 within 10 days