



Parent & Visitor Code of Conduct Policy

Safeguarding Statement

West Heath Primary will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunity to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, sexuality or disability. West Heath Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Please also refer to the No Platform, Visiting Speaker Policy.

Owner – Head Teacher

Date last reviewed- February 2023

Date for review – February 2025

Purpose

This document provides an explanation of the acceptable standard of behaviour expected from parents and visitors to the school premises. We enforce this policy in order to make this school a safe place to learn, work and visit.

West Heath Primary School mission statement is 'Be a Star...Shine Bright!'

What you can expect of us, and what we expect of you

The School and its staff will:

- Treat parents and visitors to our school site with respect to which they are entitled;
- Respond to a concern within 48 hours of the concern being raised;
- Follow the school's procedure for escalating concerns. This will take place in the following order, 1) class teacher, 2) Deputy Head teacher, 3) Headteacher;
- Ensure that visitors to our school site are supervised, where necessary;
- Check the identity of contractors, workers and other visitors to our school site, as necessary;
- Act in accordance with our safeguarding policy (see the school's website); and
- Do all that they reasonably can to ensure that our school site is a safe and welcoming learning and working environment.

All visitors to our school, are expected to behave calmly, politely and respectfully to all members of staff, pupils and the school community. The school will not tolerate behaviour that falls outside the school's expectations.

The type of behaviour that the School considers unacceptable

Any behaviour that we believe adversely affects our safe and caring learning environment and/or puts the physical or emotional wellbeing of a pupil, member of staff, parent or other visitor at risk, is unacceptable.

This may include, but is not limited to:

- aggressive or threatening speech or behaviour e.g. by swearing, threatening or shouting at others, taking an aggressive stance, threatening to strike someone or assaulting another person;

- damaging school property;
- behaviour that could be considered racist, sexist, homophobic or similarly offensive in some other way;
- smoking, vaping or being under the influence of alcohol or drugs whilst on our school site;
- bringing animals on to our school site, other than guide dogs;
- being in possession of weapons of any kind;
- refusing to follow the reasonable instructions of our staff.

In addition, unacceptable behaviour also includes any communication with a member of our school's community that is malicious, threatening or abusive. This includes in person, over the telephone, in writing, or social media whether it takes place on the school premises or not.

All parents and visitors are invited onto site; this might be at the start/end of the school day; for pre-arranged meetings or events and pre-arranged contractual work. Parents and visitors not invited onto site will be trespassing and this might lead to referral to the police.

How the School will respond to behaviour that is unacceptable

In most cases the school will attempt to informally remedy the situation by speaking with the individual concerned, privately. There may be no further action.

Where there is any dispute over what has occurred, or if the alleged incident is complex or serious, the school will conduct a formal investigation in order to establish the facts and determine what action should be taken, if any.

If the school decides that a parent or visitor's behaviour has been unacceptable the school or, in some cases the Local Authority on the school's behalf, may decide to take any of the actions listed below:

- Informally, verbally, warn the visitor about their behaviour;
- Formally, in writing, warn the visitor about their behaviour;
- Ban the visitor from the premises for a specified period; or
- Report the behaviour to the Police.

The Head teacher will monitor implementation of this policy and report any significant events to the Governing Body.