



BEECHES INFANT

SCHOOL

Code of Conduct for Visitors

Date Adopted: October 2017

Review Date: October 2020

Chairperson's Signature:

Code of Conduct for Visitors to Beeches Infant School

1. Introduction

Happiness is at the heart of everything we do at Beeches Infant School and our motto is 'We grow, we care, we learn, we share'. At our school we have created an environment of mutual respect where we have high expectations of staff and children. Beeches Infant School has created a culture of respect and positive values which our children demonstrate every day. If parents and other visitors wish to raise concerns about an aspect of school life, we encourage them to talk to us in order to find a solution. This code of conduct has been put together to clarify the expectations of visitors' behaviour in their dealings with the school, to encourage school staff, visitors and parents to work together positively for the benefit of the children and to ensure that staff, visitors, parents and above all children feel safe and secure in the school environment.

2. Purpose

This document provides an explanation of the acceptable standard of behaviour expected from visitors to the school premises and those interacting with its pupils and staff in order to make this school a safe place to learn, work and visit.

3. Our Ethos and Values

At Beeches Infant School, we aim to provide a warm, friendly and secure environment, conducive to learning. We create a relaxed environment in which each individual child is happy. Our school should be a place where children and adults can feel safe, happy and cared for. We want school to be a place of learning, of friendship and of fun and laughter. We take care of our building and grounds, and we all work together to make sure that we can always be proud of our school.

Our children are at the centre of all we do and all we are trying to achieve. We welcome and celebrate our diverse community by encouraging our children to be proud of who they are; to be confident learners, enabling them to work independently and collaboratively. We believe everything follows from happiness. Children are more receptive learners when they're happy; they're more caring and respectful when they're happy; and they're much more likely to fulfil their potential when they're happy. Everyone at Beeches Infant School is expected to show respect to all other people.

We strive for our children to be the best they can be.

4. Expectations of School and Visitors

The School and its staff will:

- Treat visitors to our school site with respect to which they are entitled;
- 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, and interacting with our pupils and staff, are expected to behave calmly, politely and respectfully. This means that visitors must:

- treat our school population, environment and property with respect;
- follow our school rules, protocols and any instructions given by school staff;
- report anything that puts anyone on our site at risk to a member of our staff;
- accept that they are responsible for their child’s behaviour and safety whilst the child is in their care, even when they are on our school premises.

5. Unacceptable Behaviour

Our School will decide on a case by case basis whether a visitor’s behaviour is unacceptable, but 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 not acceptable behaviour on our school site.

This may include, but is not limited to:

- disruptive behaviour;
- 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, including in person, over the telephone or in writing, e.g. by letter, email or any other electronic format, such as social media, regardless of whether it takes place on the school premises. It may also include social media posts that are libellous, defamatory or offensive to the school or any member of the school community in relation to school matters.

6. How the School will respond to behaviour that is unacceptable

In most cases the school will attempt to remedy the situation informally by speaking with the individual(s) 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 visitor’s behaviour has been unacceptable the school, or in some cases the Local Authority on the school’s behalf, may decide to:

- informally, i.e. verbally, warn the visitor about their behaviour;
- formally, i.e. in writing, warn the visitor about their behaviour;
- ban the visitor from the premises for a specified period;
- ban the visitor from the school premises whilst a formal investigation into their behaviour takes place; or
- report the behaviour to the Police.

Visitors will be entitled to make representations to the governing board, in line with the school's complaints procedure, if they disagree with the action taken by the school.

7. Questions and concerns about this Code

The School is grateful for the support that it receives from visitors in maintaining its caring and safe learning and working environment, so any feedback that you may have about the content of this Code is welcomed. Please direct any feedback or questions about the Code to the school office who will refer your comment on to an appropriate member of staff.