

Rush Common School Code of Conduct for Parents and Carers Professional Practice Document (“PPD”)



1) At Rush Common School we are very proud and fortunate to have a highly dedicated and supportive school community. At Rush Common School the parent body, staff, Directors, parents and carers all recognise that the education of the children in our care is greatly supported by positive partnerships between all parties.

As a partnership we all recognise the importance of positive working relationships and modelling appropriate behaviours in order to equip all of our children with the necessary skills for the future. As such, we actively encourage parents, carers and the wider school community to participate fully and contribute to the life of our school.

We understand that on occasion there may be misunderstandings between members of the school community and/or staff. We will always endeavour to resolve any difficulties identified as quickly as possible, through open and respectful conversation.

Therefore, the purpose of the following code of conduct is to provide supportive guidance to ensure that all individuals who are connected to our school are aware and understand the conduct expected by members of the school community.

It is expected that all parents, carers, staff and Directors will comply with the Code of Conduct.

If you have any concerns relating to your ability to comply with the Code of Conduct you must raise these directly with The Headteacher.

The code of conduct also aims to clarify the types of behaviour that will not be tolerated and sets out the actions that the school can choose to take should any breaches occur. We ask that parents/carers ensure all persons collecting their children are aware of the content of this code

2) Unacceptable behaviour would include:

- Disruptive behaviour, which interferes or threatens to interfere with any of the schools normal operation or activities anywhere on the school premises.
- Any inappropriate behaviour on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening in any way, a member of staff, visitor, fellow parent/carer or pupil.
- Damaging or destroying school property.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.

- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff/Directors at the school on Facebook or other social media sites (see below for more details)
- The use of physical, verbal or written aggression towards another adult or child. This includes deliberately causing physical pain or discomfort to your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Please be aware that such an approach may be seen to be an assault on that child and may have legal consequences)
- Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events)
- Dogs being brought on to the school premises (other than guide dogs)

Should **any** of the above occur on school premises or in connection with school the school may feel it is necessary to take action by contacting the appropriate authorities and/or may consider banning the offending adult from entering the school premises on future occasions.

3) What happens if someone breaches the code of conduct?

In the event of any parent/carer or visitor of the school breaching this code, proportionate actions will be taken as follows:

- In the first instance and in cases where the code of conduct has been breached but the breach was not libellous, slanderous or criminal matter, then the school will send out a formal letter to the parent/carer with an invite to a meeting with the Headteacher.
- If the parent/carer refuses to attend the meeting then the school will write to the parent/carer and ask them to stop the behaviour causing the concern and explain that if the behaviour persists, they may be banned from the school premises. Should the behaviour continue, the parent/carer would again be written to and informed that a ban is now in place.
- In cases where the unacceptable behaviour is considered to be a serious and potentially criminal matter, the concerns will in the first instance be referred to Thames Valley Police. This will include any or all cases of threats or violence and actual violence to any child, staff member or Director in the school. This will also include anything that could be viewed as a sign of harassment of any member of the school community, such as any form of social media post that may cause offence or any form of social media cyber bullying.
- In cases where evidence suggests that behaviour would be tantamount to libel or slander then the school will seek legal advice.

Note:

- a) A ban from the school can be introduced without having to go through all the steps offered above in more serious cases.
- b) Site bans will normally be limited in the first instance.

4) Complaints

This code of conduct does not prevent parent/carers from raising a legitimate complaint in an appropriate fashion.

In most cases we hope that all complaints and concerns can be resolved through open dialogue with class teachers or other members of staff as appropriate.

Where you are not satisfied with responses received however, we would ask that you then follow the complaints procedure as laid out in our school Complaints Policy. This is available on our school website or from the School Office.

5) Issues of conduct with the use of Social Media

Most people take part in online activities and social media. There are various online school groups managed by parents for parents, such as Friends of Rush Common Facebook pages, and they can be a wonderful source of knowledge, support and advice.

In line with our focus on the importance of E Safety, we request that these spaces are used positively, respectfully and to support the activities of the school.

6) 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, Directors, parents or pupils.

We take very seriously inappropriate use of social media by any member of our school community to publicly humiliate or criticise another parent, pupil, Director or member of staff. Social media should not be used as a medium to air any concerns or grievances.

If parents have any concerns about their child in relation to the school, they should refer to the school's Complaints Policy and raise their concern via appropriate channels.

Online activity, which we consider inappropriate:

- Identifying or posting images/videos of pupils
- Abusive or personal comments about staff, pupils or other parents
- Bringing the school in disrepute
- Posting defamatory or libellous comments

- Emails circulated or sent directly with abusive, derogatory or personal comments about staff or pupils
- Using social media to publicly challenge school policies or discuss issues about individual children or groups of children
- Threatening behaviour, such as verbally or physically intimidating staff, or using bad language
- Breaching school security procedures

At our school we take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately in line with the actions outlined above.

7) Review of this PPD

The Community Committee reviews the PPD every 3 years. It may however review the PPD earlier, if required.

Approved by the RCAT Full Board on 20th April 2016

Signed..... Headteacher

Review Date: April 2019