

THORP PRIMARY SCHOOL

POLICY: CODE OF CONDUCT



Date approved by Governors: Spring 2018

Proposed date for review: 2020

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THORP PRIMARY SCHOOL **CODE OF CONDUCT POLICY**

Our Vision:

Working together to develop high achieving, independent learners and creative thinkers in a safe and inclusive environment.

Our Values:

Together as a community:

Have high aspirations

Open all pathways for everyone to achieve

Respect all people, our school and ourselves

Provide a rich and balanced curriculum

Aim

The aim of this code of conduct is to clarify expectations of behaviour for visitors and parents when on the school site or when on any trip or activity with Thorp pupils to ensure the safety and well being of children and staff, whilst staying true to the ethos of its' vision and values.

Communication

Parents and family members are an important part of Thorp Primary School and good communication is vital to our successful partnership and ethos of care. In our various roles as teachers, leaders and school support staff we share a commitment to the well-being of all our pupils.

To support this partnership, we will endeavour to:

- Answer all telephone calls and emails promptly and politely
- Ensure that written communications are clear, understandable, timely and appropriate
- Carry out surveys to check levels of satisfaction, target areas for improvement and act on them
- Make appointments within three days of request
- Ensure that the Headteacher or Deputy Headteacher is on site to welcome the school community at the start of each day

In return, we ask that family members/visitors:

- Show discretion at the classroom door and only use this time to pass on information and recognise that the class teacher has a responsibility for all the children in the classroom and cannot speak at length at this time
Therefore, family members/visitors do not approach staff at the classroom door with concerns or issues but make an appointment via the office to either meet with or have a phone conversation the class teacher later that day or week
- Do not smoke cigarettes or e-cigarettes on the school premises
- Do not bring dogs onto the school premises
- Do not park in the school car park. (This is for staff and visitors to the school only and not for the dropping off or picking up of pupils)
- Listen to our advice and reasons for the actions that we take
- Accept that we may not always propose something that they agree with
- Understand that, whilst we have many families and pupils, we will always deal with them calmly, sympathetically, professionally and with their child's best interest at heart
- Are patient and polite to our staff even though on occasion they may feel angry or upset.
We are trying to help and therefore, any forms of aggression or abuse will not be tolerated



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Conduct

We welcome visitors to our building and act to ensure it remains a safe place for children, staff and other members of our school community. We expect that all adults will respect child, parental and staff confidentiality and communicate any concerns, queries and questions in a calm and controlled manner. However, should anyone act in an abusive or threatening manner they will be required to leave the building, school site or activity. Thorpe Primary School will not tolerate incidents of swearing, verbal abuse, aggressive body language, threatening behaviour or racist/homophobic comments.

Telephone calls and email

We welcome parents contacting school via the telephone or email. However, if this contact becomes abusive, threatening or aggressive, staff will respond and report the incident in the same manner as if it was in person.

Social media

All parents are encouraged to set a good example for our children:

- By demonstrating courtesy and respect for colleagues, parents and pupils when comments are placed on social networks
- By ensuring appropriate language is used in any comments placed on social networking sites
- By ensuring that any comments and/or images could not be deemed as defamatory or in breach of any relevant legislation
- By **NOT** promoting the use of social networking sites or creating “false” accounts for children under the accepted age of consent (normally 13 years old)
- By **NOT** using social network sites to make derogatory comments which could bring the school or the wider school community into disrepute, including making comments about pupils, parents, staff members, the senior leadership team, governors, local authority or the wider community
- By **NOT** using social networking sites to promote radicalisation or extremist views (Prevent Duty) nor should comments be posted that breach any of the Protected Characteristics (e.g. racism/homophobia/sexism etc.)

Recording incidents

All incidents of abusive or threatening behaviour will be recorded on the school reporting log. Any verbal or physical assaults on staff or children will also be recorded on the LA Accident Form (AIR-1) and reported to the Local Authority with an option to report the matter to the Police if necessary.

Any visitor who has been abusive or threatening towards any staff, pupils or other adults on the school premises will receive a letter from the headteacher detailing what has been considered a breach of the policy and what the next steps may be.



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Sanctions

Incidents of verbal or aggressive behaviour will need to be determined on an individual basis. However, the following school based sanctions may be considered:

- The perpetrator may be asked to meet with the Headteacher/Chair of Governors/Governor to agree clear expectations of behaviour whilst on the school site
- The perpetrator may be requested to leave the site
- The perpetrator may be reported to the Police
- Any member of staff has the right to call 999 and seek police assistance should they experience verbal abuse or aggressive behaviour
- The Headteacher or Governors may seek the advice of OMBC Legal department should the situation warrant such action
- Action may lead to a “banning order” preventing individuals from entering the school premises for a pre-determined period of time

Social Media Misuse-reporting, recording and sanctions

In the event that any pupil or parent/carer/family member of a child/children being educated in Thorp Primary 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 and the incident recorded within the school reporting of abuse log. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer/family member or pupil 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 a member of the Thorp Primary School community 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.

Summary

It is stressed that the overwhelming majority of family members and visitors to our school do conduct themselves in a safe and responsible manner. However, the reason for producing a code of conduct is to ensure the on going safety of **all** members of our school community and to recognise that abusive, threatening or aggressive behaviour towards pupils, staff (or other) parents will not be tolerated by Thorp Primary School.



Appendix 1:
THORPE PRIMARY SCHOOL
Code of conduct incident reporting log

NAME	
DESIGNATION	STAFF/PARENT/VISITOR/GOVERNOR/SUPPLY
DATE	
TIME	
LOCATION	
AGGRESSOR(S)	
WITNESS(ES)	

NATURE OF INCIDENT (specify in more detail below) <i>tick all that apply</i>	
Verbally aggressive (face to face)	
Verbally aggressive (over the phone)	
Derogatory language (<i>protected characteristics*</i>)	
Aggressive/ Threatening body language	
Physically Aggressive	
Misconduct on Social Media	
Other (please Specify)	

INCIDENT	
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REPORTED TO	
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ANY OTHER INFORMATION OR FOLLOW UP ACTION	
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** Protected characteristics are sexuality / gender /gender identity / disability / race and ethnicity / faith and belief / age / pregnancy and maternity / marriage and civil partnership*