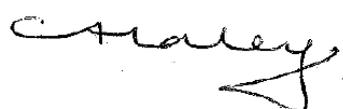


ARRETON & OAKFIELD FEDERATION

Adult Code of Conduct

Date of Approval:	21 st November 2019
Committee/FGB	Resources Committee
Responsible:	Executive Headteacher Colin Haley
Review Date:	November 2022

Signed:  Chair of Governors

Signed:  Executive Headteacher

Date: 21st November 2019

Statement of Principles

1. The Federation actively encourages close links with parents and the community. It believes that pupils benefit when the relationship between home and school is a positive one. We are all role models for the pupils be it within the confines of the school or within the wider community.
2. As a general rule, schools are orderly, safe places, where relationships between staff and visitors, especially parents, demonstrate mutual respect and a recognition of shared responsibility for pupils' welfare and educational progress.
3. Violence, threatening behaviour and abuse against school staff or other members of the school community, including other parents and students, will not be tolerated. All members of the school community have a right to expect that their school is a safe place in which to work and learn. There is no place for violence, threatening behaviour or abuse in our schools.
4. The vast majority of parents, carers and others visiting our school are keen to work with us and are supportive of the school. From time to time it is necessary for parents and the school to deal with problems relating to particular pupils.
5. It is important that discussions between parents and staff are conducted in a calm and respectful manner. In the vast majority of such situations this is what happens, but on rare occasions, aggression and verbal and or physical abuse is directed towards members of school staff or members of the wider school community. This will not be tolerated by the Federation.
6. The Federation expects and requires its members of staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, all members of staff have the right to work without fear of violence and abuse, and the right, in an extreme case, of appropriate self-defence.
7. We expect parents/carers and other visitors to behave in a reasonable way towards members of school staff and the wider school community at all times. This policy outlines the steps that will be taken where behaviour is unacceptable.
8. Types of behaviour that are considered serious and unacceptable and which will not be tolerated are:
 - shouting, either in person or over the telephone
 - swearing, either in person or over the telephone/email
 - constant emails and/or phone calls which amount to harassment and intimidation, despite the school's best efforts to address a situation
 - Inappropriate electronic activity including publishing abusive or inappropriate content with regards to the school, teachers or pupils on social networking websites such as Facebook and Twitter or in email communication
 - hitting, slapping, punching, kicking or pushing

- physically intimidation, eg standing unnecessarily close
 - the use of rude or aggressive hand gestures, including shaking or holding a fist towards another person
 - spitting
 - breaching the school's security procedures
9. This is not an exhaustive list but seeks to provide illustrations of such behaviour. Whilst the use of such behaviour is unacceptable in all circumstances, the school is particularly concerned to protect its pupils from being exposed to such behaviour (whether or not directed at them).
10. Unacceptable behaviour may result in the police being informed of the incident.

Parental/Visitor Access to the School Premises

11. Normally parents/carers (and those with parental responsibility), plus visitors, are granted what is known as "limited licence" to visit the grounds and buildings of a school. Where there are serious concerns regarding the conduct of a parent/visitor, and possible staff/pupil safety, the Executive Head Teacher or Head of School may:
- initiate a meeting/dialogue with the individual
 - write to the individual, describing their misconduct, explaining its impact on the school and stating its unacceptability
 - vary the person's "licence" to enter the school site (eg through the addition of conditions)
 - warn of the possibility of a "ban" (i.e. the withdrawal of their licence) if the misconduct is repeated/or serious enough
 - impose a ban with a review after a fixed period
 - impose a ban without review

Procedure to be followed

12. If a parent/carer/visitor behaves in an unacceptable way towards a member of the school community, the Executive Head Teacher and/or Head of School will seek to resolve the situation through discussion and mediation. If necessary, the school's complaints procedures should be followed by the parent. Where all procedures have been exhausted, and aggression or intimidation continues, or where the circumstances otherwise require it, a parent/carer or visitor may be banned by the Executive Head Teacher or Head of School from the school premises for a period of time, subject to review.
13. In imposing a ban the following steps will be taken:
- (i) The parent/carer will be informed, in writing, that s/he is banned from the premises, subject to review, and what will happen if the ban is breached, eg that police involvement or an injunction application may follow

- (ii) Where an assault has led to a ban, a statement indicating that the matter has been reported to the local police
- (iii) The Chair of Governors will be informed of the ban
- (iv) As appropriate, arrangements for meetings at school regarding pupils, and arrangements for pupils being delivered to and collected from the school will be clarified.

14. In implementing this policy, the Federation will, as appropriate, seek advice from the Local Authority if necessary, to ensure fairness and consistency.