**St. Oliver Plunkett**

**Primary School**



# Parental Code of Conduct Policy

**Rationale**

At St. Oliver Plunkett Primary School, we believe that staff, parents and children are entitled to a safe and protective environment in which to learn and work. In recognising that the education of our children is a partnership between the home and the school, the Board of Governors, Principal and staff seek to allow Parents/Guardians access to their child’s teacher and the Principal, when possible. The Principal, as the day-to-day manager of the school, will seek to ensure that all such contacts are conducted in a manner which will promote the educational interests of the pupil and ensure the safety of the children and staff. Behaviour that will cause harassment, alarm or distress to members of our school community is contrary to the aims of the school.

The purpose of this policy is to provide a reminder to all members of the public about expected conduct when dealing with the children and staff of St. Oliver Plunkett Primary School. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

We have a statutory duty, under the Health and Safety at Work (Northern Ireland) Order 1978, the Management of Health and Safety at Work Regulations (NI) 2000, the Disability Discrimination Act 1995, as amended, and the Special Educational Needs and Disability Order (NI) 2005 to ensure that, so far as is reasonably practicable, the school premises are safe and that pupils, staff and visitors to St. Oliver Plunkett Primary School do not come to any harm.

We have a duty of care to our staff and pupils to ensure that they are safe from harm and, therefore, we expect Parents/Guardians and all visitors to St. Oliver Plunkett Primary School to adhere to this policy and the school’s safeguarding procedures.

**Aims:**

* To protect the pupils and staff, when on site, from harm both inside and outside of school hours.
* To promote meaningful liaison between school staff and the wider school community.

The importance of meaningful, regular and positive liaison between Parents/Guardians and staff cannot be overstated. The means of expressing this working relationship are diverse but Parents/Guardians and visitors to St. Oliver Plunkett Primary School will appreciate that some guidelines are necessary to ensure communication is as effective as possible.

All exchanges between Parents/Guardians and staff should be conducted in a respectful and tolerant manner. As parental attitudes to school and the staff members can directly influence the child, it is vital that all exchanges between home and school are informative, demonstrate mutual respect and are focussed on the welfare of the children.

**Expectation:**

* That adults set a good example to children at all times, showing them how to get along with all members of the school and the wider community

* That no members of staff, Parents/Guardians or children are the victims of abusive behaviour or open to threats from other adults on the school premises, through social media platforms or via the school’s chosen remote learning platforms

* Physical attacks and threatening behaviour, abusive or insulting language verbal or written, to staff, governors, parents and guardians, children and other members of the school community will not be tolerated and will result in withdrawal of permission to be on school premises or access to the school’s chosen remote learning platform

* Any parent who is asked to leave the school premises or is removed from the school’s chosen online learning platform will have the right to appeal the decision by writing to the Chair of Governors, in line with the school’s Complaints Procedure.

Please note that incidents of rudeness will be logged with the Chair of Governors.

School premises are private property and parents have been granted permission from the school to be on school premises. However, in cases of abuse or threats to staff, pupils or other parents, school may ban parents from entering the school premises.

**Guidelines:**

Types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the school community:

This is not an exhaustive list but seeks to provide illustrations of such behaviour:

* Defamatory, offensive or derogatory comments regarding the school, or any of the pupils or staff at the school on social media sites or remote learning platforms. Any concerns you have about the school must be made through the appropriate channels by speaking to the class teacher, Vice-principal or Principal, or writing to the Chairperson of the Board of Governors (in line with the school’s Complaints Procedure) so that they can be dealt with fairly, appropriately and effectively for all concerned.
* Speaking in an aggressive/threatening tone either in person or on the telephone
* Using abusive language in person, on the telephone or via remote learning platforms. This includes, but is not confined to, swearing, using profane language, and using racist or sexist comments, including sexual innuendo
* Aggressive language which causes distress
* Physical threats, physical intimidation, or physical aggression towards another adult or child
* Smoking (this includes the use of E cigarettes), the consumption of alcohol or use of drugs whilst on the school premises
* Dogs being brought onto the school premises

**Inappropriate use of Social Networking Sites:**

Social media websites are being used increasingly to fuel campaigns and complaints against schools, headteachers, school staff and, in some cases, other parents/pupils.

The Governing Body of St. Oliver Plunkett Primary School considers the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community.

Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, Vice-Principal, the Principal or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or Parent/Guardian of a child/ren being educated at St. Oliver Plunkett 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. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report conduct or activity which breaches this. The school will also expect that any parent/carer 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, this applies to the issue of cyber bullying and the use by one child or a parent 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.

**Acceptable Use of Remote Learning Platforms**

Remote learning platforms are intended to be utilised to ensure children are able to access learning when face to face teaching is not possible. All interactions via this medium should relate to the children’s learning and its development. All communication should be polite and respectful at all times. Teachers will not be expected to answer queries outside of the normal working day.

**Responsibilities:**

It is the responsibility of the Principal, Vice-Principal and Governors to monitor and annually review this Parental Code of Conduct Policy.

**Procedure to address inappropriate behaviour by adults on the school site**

At St. Oliver Plunkett Primary School, we operate a ‘zero tolerance’ policy regarding the use of inappropriate behaviour anywhere on the school site.

*\*\*Inappropriate behaviour means disrespectful conduct towards people or property within the school site.*

All staff and governors agree that any adult found to be using inappropriate behaviour towards other adults or children should be dealt with using the following steps:

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| --- | --- |
| An adult approaches  another child inappropriately | The adult will be spoken to immediately and the issue investigated by a school leader. This will be reported to the Principal and recorded.  The adult will receive a warning letter. |
| A parent approaches another parent inappropriately | The parent should report this to a member of staff or a school leader. The offending parent/s will be spoken to as soon as possible after the incident and reminded that we have a zero tolerance of inappropriate behaviour. A letter will be given to the parent/s. This warns a parent that if it recurs they could be banned from the school site. |
| A parent approaches a member of staff inappropriately | This should be reported immediately to a member of the Senior  Leadership Team. This will be investigated as soon as possible and the member of staff will be informed of the action taken.  The parent/adult will be spoken to and given a warning letter. This warns a parent/s that if it recurs they could be banned from the school site. |
| A parent uses inappropriate or abusive language towards a member of staff via the school’s chosen remote learning platform | This should be reported immediately to a member of the Senior  Leadership Team. This will be investigated as soon as possible and the member of staff will be informed of the action taken.  The parent/adult will be spoken to and given a warning letter. This will remind a parent/s that, should the behaviour persist, there is a likelihood of them being banned from using the remote learning platform. |
| Recurring inappropriate behaviour | If a parent/s continues to use inappropriate behaviour, they will be referred to this Policy. |

**\*\*For ‘parent’ read for any adult who accompanies children onto the school site.**

**Depending on the circumstances of the individual incident, these procedural steps may be amended at the discretion of the governing body.**

**The school reserves the right to go straight to a bar where the circumstances are sufficiently serious in the school’s view.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chair of Board of Governors)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_