



# St Anne's Catholic Primary School

*Living and working as Jesus taught us.*

## Visitors on Site Code of Conduct Policy

Visitors to our site includes (but is not limited to):  
parents/carers/family members/works people/delivery  
drivers.

Last updated: 29<sup>th</sup> November 2023

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## **Our Mission Statement and Vision**

Our Mission Statement is **Living and working as Jesus taught us!** This is how we expect all our school community to follow and set the correct example to all.

At St Anne's Catholic Primary School, we strive to deliver an outstanding curriculum that successfully INSPIRES a love of learning and desire to be the best we can be. We want to ensure our children and staff are active, spiritually aware citizens who make positive contributions at the heart of our parish and our local community.

To create a welcoming and safe learning environment, our school implements a specifically designed set of rules regarding behaviour and conduct which parents/carers are expected to act in accordance with.

All staff members have the right to work without fear of violence or abuse; therefore, physical attacks, threatening behaviour, and abusive or insulting language towards staff members, governors, visitors, pupils, or other parents/carers may result in individuals being removed from the premises.

This document outlines the manner in which parents/carers/family members/visitors/workers are expected to act whilst on the school premises, as well as detailing the type of behaviour that will not be tolerated.

## **Expectations**

Our school expects parents/carers/visitors to:

- Act in accordance with this code of conduct at all times.
- Support and reflect the school's mission statement and vision through their behaviour.
- Set a good example to pupils through their behaviour and the way they interact with staff, pupils, and other adults.
- Work together with staff members for the benefit of their child and to resolve any issues of concern.
- Treat all governors, staff members, pupils, other parents/carers, and any members of the school community with dignity and respect.
- Where appropriate, clarify their child's version of events with the school to bring about a peaceful solution to any issue.
- Correct their child's behaviour appropriately, particularly on the school grounds where it could otherwise lead to conflict or aggressive or unsafe behaviour.
- Respect the school's property and environment by keeping it clean and tidy.
- Follow the school's parking rules and procedures for dropping-off and collecting pupils from school.
- Dress in an appropriate manner when on the school premises and attending school events, and ensure their dress and appearance reflects that they are role models for pupils.

Visitors are required to act in accordance with all relevant school policies and procedures at all times while on site.

## **Driving pupils to school**

Visitors are not permitted, to stop, wait, drop off, or pick up pupils while parked in a prohibited area.

Residents' drives should not be blocked under any circumstances, even during short periods of waiting where the car is in use. Vehicles should be driven in a calm manner which causes least disturbance to residents.

Engines should be turned off when a vehicle is stationary and not in traffic as vehicle exhaust emissions contribute significantly to air pollution and are particularly harmful to children.

All pupils will wear a seatbelt at all times while they are dropped off and picked up. Parents/Carers will ensure pupils disembark vehicles safely at the correct stop and cross roads with care.

Visitors are to use their discretion in severe weather and drive with extra caution as appropriate.

Pupils should not be collected late - all pupils are expected to be collected at 3.10pm if not attending an extra-curricular session. If a parent/carer is delayed in picking up their child for any reason it is the parents/carers responsibility to call an authorised adult to collect the pupil from school on their behalf.

Parents/Carers that are going to be late picking their child up from school and cannot arrange for an authorised adult to collect the pupil from school on their behalf should inform the school office as soon as possible.

## **Inappropriate behaviour**

The school takes instances of inappropriate behaviour very seriously and will not tolerate any circumstances that may make pupils, staff members and other members of the school community feel threatened.

Visitors behaviour that the school does not tolerate includes, but is not limited to, the following:

- Using foul, abusive, or offensive language
- Raising voices inappropriately at another individual
- Making racist or sexual comments or the use of discriminatory language
- Using aggressive hand gestures, e.g. raising fists and fingers
- Discriminating against any member of the school community, including pupils, staff, governors, and other parents/carers
- Trespassing on school property without prior permission or implied licence
- Causing intentional damage to school property
- Breaching the school's security procedures
- Using physical violence on the school premises or on a member of the school community, e.g. hitting, slapping, punching, kicking, and pushing
- Physically or verbally intimidating an individual
- Partaking in unnecessary physical contact with an individual
- Displaying disruptive or other inappropriate behaviour which interferes or threatens to interfere with any of the school's operations or activities
- Approaching another parent/carer or pupil to discuss or reprimand them because of an issue between pupils
- Threatening any member of the school community in any way
- Arriving on the school premises partially clothed
- Smoking on the school premises
- Taking illegal or harmful drugs while on the school premises
- Drinking alcohol on the school premises
- Taking photographs or videos on the school premises without permission from the school
- Driving unsafely within the vicinity of the school

## Managing inappropriate behaviour

Schools are private property. People do not have an automatic right to enter. Parents/carers/visitors have an 'implied licence' to come on to school premises at certain times, for the following reasons only:

- for appointments
- to attend a school event
- to drop off or pick up children
- Delivery
- Carry out work in school

Anyone entering school premises for anything other than those reasons will be guilty of trespass and the school will act accordingly to prevent further instances of this.

If a visitor is behaving inappropriately, a report will be made to the headteacher or the most senior member of staff available in their absence, who will decide on the most appropriate course of action.

Parent/Carers/Visitor will raise concerns regarding another parents/carers/visitor behaviour or conduct directly with their child's class teacher or the headteacher and will not approach the parent/carer/visitor themselves.

Instances of parents/carers/visitors displaying inappropriate behaviour will be managed in a variety of ways, depending on the severity of the situation.

When a parent/carer/visitor has behaved inappropriately, they may be invited to a meeting by the headteacher to discuss their behaviour and to attempt to resolve the issue. Where this initial meeting is not sufficient to resolve the issue, the headteacher, in collaboration with other staff and relevant agencies, will consider what further action may be required. This action, depending on the situation, could include the following:

- Barring the parent/carer/visitor from the school premises
- Contacting the police
- Seeking legal redress through the courts
- Restricting the parents/carers/visitor channels of communication to the school
- Referring the case to children's social care, where the behaviour indicates that the parent/carer poses a risk to children

Any child protection and safeguarding concerns will be addressed in accordance with the school's Child Protection and Safeguarding Policy.

The school reserves the right to escort anyone off the premises who is displaying aggressive or disruptive behaviour. The police may be contacted to provide advice on managing an incident or to assist in the removal of an individual from the premises, where necessary. The police will be contacted where a parent/carer/visitor is being violent or has committed assault, or where the event has caused harm to an individual.

If a person's permission to enter or be on school premises is withdrawn, that person can be removed from the premises by a police officer and may be prosecuted under Section 547 of the Education Act 1996\*. If convicted under that section, they will be liable to a fine of up to £500.00 and have a criminal conviction recorded against them.

If a parent/carer/visitor has been previously barred from the premises or has exceeded their implied access to the premises and is causing a disturbance, the police will be contacted to remove the individual from the premises.

If concerns are raised in relation to a parent/carer's/visitor's appearance or dress, personal factors will be taken into consideration, on a case-by-case basis, when addressing the concern.

If a parent/carer/visitor persistently displays unacceptable and inappropriate behaviour, this may result in them being barred from the school premises.

## **Barring from the school premises**

The school has the right to bar a parent/carer/visitor from the premises to keep the school community safe. If a parent/carer/visitor is displaying inappropriate or concerning behaviour, they will be asked to leave the school premises. Behaviour that could result in a parent/carer/visitor being asked to leave the premises includes aggressive, abusive, or insulting behaviour or language that is a risk to staff or pupils, or behaviour that is making staff or pupils feel threatened.

If a parent/carer/visitor persistently or consistently behaves inappropriately on the school site, or there is a one-off incident of extremely inappropriate behaviour, the school reserves the right to bar this individual from the school site.

The school will either:

- Bar the parent/carer/visitor temporarily, until the parent/carer has had the opportunity to formally present their side.
- Inform the parent/carer/visitor that they intend to bar them and invite them to present their side.

The headteacher will send a letter to the parent/carer/visitor, informing them of the following information:

- Why they have been temporarily barred or face a bar
- The nature of the bar, i.e., if they are temporarily barred pending their representation or if they must present their side before the decision to bar can be made
- That they have the right to formally express their views on the decision to bar in writing to the chair of governors **within 10 working days**

The headteacher's decision to bar the parent/carer/visitors will be reviewed by the chairs of governors.

The chairs of governors will take account of any representations made by the parent/carer/visitor and decide whether to confirm or lift the bar. The parent/carer/visitor will be notified in writing of the decision to uphold or lift the bar.

If the decision is confirmed, the parent/carer/visitor will be notified in writing, explaining:

- How long the bar will be in place.
- When the decision will be reviewed.

Decisions to bar will be reviewed at the end of the agreed timescale, in line with the process outlined above. Following a review, the bar may be lifted or, if there are grounds for continued concern regarding the parent/carer's conduct, it may be extended.

Once the appeal process has been completed, parent/carers/visitor that remain barred may be able to apply to the Civil Courts. If a parent/carer/visitor wishes to exercise this option, they will be advised to seek independent legal advice.

## **Monitoring and review**

This document will be reviewed on an annual basis by the headteacher, and any changes made will be communicated to all parents/carers and staff at the school.

The next scheduled review date for this document is November 2024.

All parents/carers will be provided a copy of this code of conduct upon their child's attendance at the school on the app and are required to familiarise themselves with the procedures and guidelines outlined.





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## **Parent/Carer/Visitor Code of Conduct**

I understand my obligations under this code of conduct. I will ensure that my conduct does not breach this code in any way, including not:

- Being abusive or threatening to any member of the school community.
- Dressing in an inappropriate manner.
- Behaving inappropriately or aggressively in any way.
- Using abusive and inappropriate language
- Being discriminatory towards any member of the school community.
- Trespassing on the school property.
  
- Smoking, drinking alcohol or taking any illegal or harmful substances on the school premises.
- Sending inappropriate, abusive, or aggressive messages to school staff.
- Requesting to 'follow' or 'friend' school staff on social media.