



## PARENT CODE OF CONDUCT

Review Date
March 2027
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Date	Page	Details of Change	Amended by	To be Ratified

#### HISTORY OF POLICY REVIEW/CHANGES

### 1. Our Aim

At Fort Royal School, we strive to build a strong relationship with the families of our children to help create a stimulating learning environment that continues from school to home, providing all pupils with the opportunity to achieve to the best of their ability.

The children at Fort Royal School are vulnerable due to their individual SEND, levels of understanding and communication needs. All adults on site need to ensure that they are extra vigilant so that we can all ensure the safety of the children while they are on site at the beginning and end of the school day.

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

All members of our school community have the right to work without fear of violence or abuse; therefore, physical or verbal assaults, threatening behaviour, and abusive or insulting language towards others may result in individuals being removed from the premises or needing to be supervised while on site.

This document outlines the manner in which the school community are expected to act whilst on the school premises, as well as detailing the type of behaviour that will not be tolerated.

This document operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy

## **2. Expectations**

Our school expects parents, carers and their families and friends to:

- Act in accordance with this code of conduct at all times.
- Support and reflect the school's ethos and values 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 and any members of the school community with dignity and respect.
- Support their child's behaviour and regulation appropriately, particularly on the school grounds where it could otherwise lead to 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, e.g. parents may not wear nightwear when dropping-off or collecting pupils.

On our school site alcohol, smoking and vaping are prohibited. We are also a mobile phone free site due to the vulnerability of our children. If while on site you need to use your mobile phone in an emergency please go to the school office and they will find you a closed space to make your call.

## **3. Drop off and pick up**

If your child has a permit to drive onto the school site at drop off and/or pick up times, please proceed to the main gates as directed by the site team. If a different adult is collecting your child from school, please make the school office aware and ensure that they are aware of the drop off and pick up procedures.

If you are coming onto site on foot, please ensure that you use the paths and crossing available. Do not cut across the main car park.

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.

Due regard should be given to the directions of the school's site team, who are present to advise on and enforce this code of conduct.

The site and school staff are present to ensure the safety of everybody and to support in timely drop off and pick up procedures. They should always be treated with respect.

All pupils will wear a seatbelt at all times while they are dropped off and picked up. Parents will ensure pupils disembark vehicles safely at the correct stop and cross roads with care, holding hands with the adult at all times. The speed limit on the school site is five miles an hour.

Parents 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 by 3.15pm.

Parents 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.

#### **4. 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.

Parent, carer, family member or friends 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
- Using aggressive or offensive hand gestures, e.g. raising fists and fingers
- Discriminating against any member of the school community, including pupils, staff, governors and other parents
- Bullying, harassment or intimidation, including physical, verbal and sexual abuse offline and online
- Sending abusive, aggressive or threatening messages, emails or other communications to any member of the school community
- Causing intentional damage to school property
- 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
- Writing or posting abusive, offensive or defamatory comments about an individual or the school, including on social media
- Displaying disruptive or other inappropriate behaviour which interferes or threatens to interfere with any of the school's operations or activities
- Approaching another parent or pupil to discuss or reprimand them because of an issue between pupils
- Threatening any member of the school community in any way
- Smoking or vaping 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

## **5. Managing inappropriate behaviour**

If a parent is behaving inappropriately, a report will be made to the headteacher or deputy head teacher, who will decide on the most appropriate course of action.

Parents or carers can raise concerns regarding another parent's behaviour or conduct directly with the school office and will not approach the parent themselves.

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

When a parent has behaved inappropriately, they will 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, family member or friend from the school premises for a fixed period of time or permanently
- Contacting the police
- Seeking legal redress through the courts
  - Reporting content the parent has posted online to the website's admin
  - Referring the case to children's social care, where the behaviour indicates that the parent 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 is being violent or has committed assault, or where the event has caused harm to an individual.

If a parent 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's appearance or dress, personal factors will be taken into consideration, on a case-by-case basis, when addressing the concern.

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

## **6. Barring from the school premises**

The school has the right to bar a parent, carer, family member or friend from the premises to keep the school community safe. If they are displaying inappropriate or concerning behaviour, they will be asked to leave the school premises. Behaviour that could result in them being asked to leave the premises includes aggressive, abusive or insulting behaviour or language that is a risk to other members of the school community, or behaviour that is making others feel threatened.

If a parent, carer, family member or friend 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 them temporarily, until the parent/carer has had the opportunity to formally present their side.
- Inform the parent/carer that they intend to bar them and invite them to present their side.

The headteacher will send a letter to the parent/carer, 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 will be reviewed by the chair of governors.

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

If the decision is confirmed, the parent 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's conduct, it may be extended.

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

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