

Little Munden C of E (VC) Primary School

Building Good Foundations

Matthew 7, verse 24

Code of Conduct for Visitors Policy

Adopted by Little Munden Governing Body:

January 2024



This Code of Conduct is an unsigned agreement between all visitors at Little Munden School.

We are very proud and fortunate to have a very dedicated and supportive school community. We recognise that the education of our children is a partnership between staff, governors, parents and carers. For this reason, we will continue to welcome and encourage parents and carers as visitors, to participate fully in the life of our school.

The purpose of this code of conduct is:

- to provide the expectations around the conduct of **all** visitors connected to our school;
- to clarify the types of behaviour that will not be tolerated;
- to set out the actions the school can take should this code be ignored or where breaches occur.

Expectations of visitor behaviour

Little Munden school expects visitors, **which includes parents, carers and others**, to keep our children safe by adhering to the school's request to park safely outside the school at all times. The only exceptions to this are visitors who hold a valid Blue Badge or those who have expressed permission to park on the school premises.

Behaviour that will not be tolerated includes:

Disruptive behaviour which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises.

Any inappropriate behaviour on the school premises.

Using loud or offensive language or displaying temper face to face or on the phone.

Threatening in any way, a member of staff, visitor, fellow parent/carer or child.

Damaging or destroying school property.

Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff/governors at the school.

The use of physical, verbal or written aggression towards a member of staff, adult or child.

Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)

Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events)

Breaches of the code of conduct

In the event of any visitor, **which includes parents, carers and others**, breaking this code, then proportionate actions will be taken as follows:

1. In cases where the code of conduct has been broken, but the breach was not libellous, slanderous or a criminal matter, then the school will write to the visitor inviting them to a meeting. If the visitor (including parents, carers and others) refuses to attend the meeting, the school will write again to the visitor and ask them to stop the behaviour causing the concern; and warn them that if they do not stop the behaviour causing the concern, they may be banned from either the school premises or communicating over the phone.
2. If the behaviour causing the concern continues, the visitor will be informed, in writing, that a ban is now in place. Site bans will normally be time limited in the first instance. The visitor will be allowed to appeal the ban by writing to governors and presenting their case. The school will either:
 - Bar the visitor temporarily, until the individual has had the opportunity to formally present their side;
 - Or tell the individual that they intend to bar them and invite them to present their side by a set deadline. After the individual's side has been heard, governors will decide whether to continue barring them. The decision will be reviewed on a termly basis.
3. In cases where the unacceptable behaviour is considered to be a serious and potentially criminal matter, the concerns will in the first instance be referred to the Police. This will include any or all cases of threats or violence and actual violence to any child, staff or governor in the school.

Thank you for abiding by this code in our school. Together we create a positive and uplifting environment not only for the children, but also for all who work and visit our school.