



CtKCC
Christ the King
Catholic Collegiate
Together as one community
with Christ at the centre

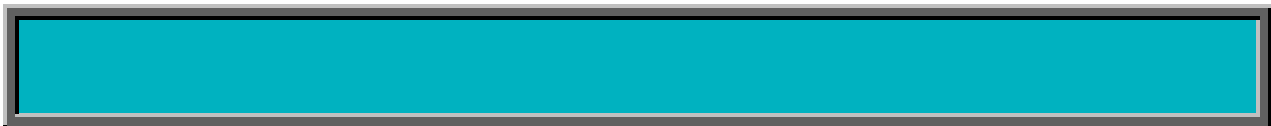


Code of conduct for parents/carers and visitors at CtKCC Schools

Date: June 2024

Adopted: 3rd June 2024

Review: June 2026



Statement of Principles

The Board of Directors of CtKCC actively encourages close links with parents and the community. It believes that learners benefit when the relationship between home and school is a positive one. At CtKCC, we believe it is important to:

- Work in partnership with parents to support their child's learning
- Create a safe, respectful and inclusive environment for pupils, staff and parents
- Model appropriate behaviour for our pupils at all times

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and pupils (through our behaviour policy).

This code of conduct aims to help the school to work together with parents by setting guidelines on appropriate behaviour.

We use the term 'parents' to refer to:

- Anyone with parental responsibility for a pupil
- Anyone caring for a child (such as grandparents or child-minders)

The Board of Directors and the individual Local Governing Bodies (LGB) of each school, expect and require its members of staff to behave professionally in those 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.

Our expectations of parents and carers

Most parents, carers etc 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 learners. It is important that discussions between parents and staff are conducted in a calm and respectful manner. In most such situations, this is what happens. 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 is unacceptable.

We expect that parents/carers and other visitors, to always behave in a reasonable way towards members of school staff and the wider school community at all times. We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our school
- Work together with staff in the best interests of our learners
- Treat all members of the school community with respect – setting a good example with speech and behaviour
- Seek a peaceful solution to all issues
- Correct their own child's behaviour (or those in their care), particularly in public, where poor behaviour could lead to conflict, aggression or unsafe conduct
- Approach the correct member of school staff to help resolve any issues of concern

Behaviour that will not be tolerated

Violence, threatening behaviour and abuse against school staff or other members of the school community, including other parents and learners, 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 school.

Types of behaviour that are considered serious and unacceptable and which will not be tolerated in relation to members of staff, and other members of the community:

- shouting, either in person or over the telephone
- Swearing or using abusive language, 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 CtKCC, the school, teachers or learners on social networking sites such as Facebook, Instagram, TikTok and X/Twitter or in email communication
- common assault including but not limited to hitting, slapping, punching, spitting, kicking or pushing
- physical intimidation, eg standing unnecessarily close
- the use of rude or aggressive hand gestures, including shaking or holding a fist towards another person
- breaching the school's safeguarding and security procedures
- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)

- Use of physical punishment against your child while on school premises
- Any aggressive behaviour (including verbally or in writing) towards another child or adult
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs)
- Bringing dogs onto the school premises (other than guide dogs)

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, each school will always endeavour to protect its staff and learners from being exposed to such behaviour.

Unacceptable behaviour may result in the police being informed of the incident.

Breaching the code of conduct

If the school suspects, or becomes aware, that a parent has breached the code of conduct, the school will gather information from those involved and speak to the parent about the incident.

Depending on the nature of the incident, the school may then:

- Send a warning letter to the parent
- Invite the parent into school to meet with a senior member of staff or the headteacher
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from the CEO and/or the central team regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the parent from the school site

The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the headteacher.

The Headteacher will consult the CEO and/or the chair of the LGB before banning a parent from the school site.

Parental/Visitor Access to the School Premises

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/carer or visitor, and possible staff/learner safety, the Headteacher has the discretion to implement any or all of the following measures:

- initiate a meeting and/or dialogue with the individual;
- write to the visitor, describing their misconduct, explaining its impact on the school and stating why it is unacceptable;
- vary the person's "limited licence" to visit the grounds and buildings of the school, for example through the addition of specific conditions;

- warn of the possibility of a “ban” (i.e. the withdrawal of “limited licence” to visit the grounds and buildings of the school) if the misconduct is repeated;
- impose a ban with a review after a fixed period;
- impose a ban without review

Procedure to be followed

If a parent/carer or visitor behaves in an unacceptable way towards a member of the school community, the Headteacher and/or appropriate senior staff will seek to resolve the situation through discussion and mediation. If necessary, the school’s complaints procedures should be followed by the parent/carer.

Banning from the school premises

Where all procedures have been exhausted, and aggression or intimidation continue, or where the circumstances otherwise require it, a parent/carer or visitor may be banned by the Headteacher from the school premises for a period of time, subject to review.

In imposing a ban the following steps will be taken:

1. The parent/carer or visitor 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, for example that police involvement or an injunction application may follow.
2. Where the ban is the result of an assault, a written statement will be included indicating that the matter has been reported to the local police.
3. The LGB, CEO and the Board of Directors will be informed of the ban.
4. As appropriate Legal Advice will be sought.
5. As appropriate, arrangements for meetings at school regarding learners, and arrangements for learners being delivered to and collected from the school, will be clarified.

If a parent or carer behaves in an abusive manner via email or telephone.

Banning from direct communication via the telephone.

Where all procedures have been exhausted, and aggression or intimidation continue, or where the circumstances otherwise require it, a parent/carer or visitor may be banned by the Headteacher from using the telephone to contact the school.

In imposing a ban the following steps will be taken:

1. The parent/carer or visitor will be informed, in writing, that s/he is banned from communication with the school via telephone, subject to review, and what will happen if the ban is breached, for example that police involvement or an injunction application may follow
2. The LGB, CEO and the Board of Directors will be informed of the ban.
3. As appropriate, Legal Advice will be sought.
4. As appropriate, arrangements for communicating with school regarding learners, will be clarified.

Banning from direct email communication with specific staff.

Where all procedures have been exhausted, and aggression or intimidation continue, or where the circumstances otherwise require it, a parent/carer or visitor may be banned by the Headteacher from using direct email communication with specific staff.

In imposing a ban the following steps will be taken:

1. The parent/carer or visitor will be informed, in writing, that s/he is banned from direct email communication with specific staff, subject to review, and what will happen if the ban is breached, for example that police involvement or an injunction application may follow
2. The LGB, CEO and the Board of Directors will be informed of the ban.
3. As appropriate, Legal Advice will be sought.
4. As appropriate, arrangements for communicating with school regarding learners, will be clarified.

Where the subject of the abusive language or behaviour is the Headteacher.

Where any of the behaviours described above are directed towards the Headteacher of the school and where all procedures have been exhausted, and aggression or intimidation continue, or where the circumstances otherwise require it, a parent/carer or visitor may be banned by the CEO and/or the Board of Directors, either/or from the school premises or from using the telephone to contact the school as appropriate.

In imposing a ban, the following steps will be taken:

1. The parent/carer or visitor will be informed, in writing, that s/he is banned from the school premises and/or communication with the school via telephone, subject to review, and what will happen if the ban is breached, for example that police involvement or an injunction application may follow
2. The LGB and Operations Manager will be informed of the ban.
3. As appropriate, Legal Advice will be sought.

4. As appropriate, arrangements for communicating with school regarding learners, will be clarified.

Conclusion

In implementing this policy, the school will, as appropriate, seek legal advice, and/or the advice of Diocese and Local Authority if necessary, to ensure fairness and consistency.