



Kindness, Respect, Determination

Bourne Community College

Code of Conduct for Parents and Carers

September 2024

Next review July 2025



Our Aims of the School:

- *To inspire and enable all to make a positive contribution to ourselves, our community and the wider society*
- *Pursue excellence in character and in learning*

Our Vision:

- *To be the best versions of ourselves*

Our Values:

All we do as a community is rooted in our three values

Kindness – a strength of the heart

Respect – a strength of the mind

Determination – a strength of the will

Bourne Community College Parent/Carer Code of Conduct

'The best interests of the child must be a top priority in all actions concerning children'

Article 3 - UNCRC

At Bourne Community College we are very proud and fortunate to have a very dedicated and supportive school community. At our school the staff, governors, parents and carers alike all recognise that the education of our children is a partnership process between all these parties.

As a partnership we are all aware of the importance of good working relationships and recognise the importance of solid working relationships to equip all of our children with the necessary skills for adulthood.

For these reasons we will continue to welcome and encourage parents and carers to participate fully in the life of our school.

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about the expectations around the conduct of all parents and visitors connected to our school.

We understand that everyday frustrations can cause misunderstandings and have a negative impact on our relationships. Establishing where this happens, and that we remain committed to resolving difficulties in a constructive manner through open positive dialogue is however, essential. In this way we can continue to flourish and progress to achieve, in an atmosphere of mutual understanding.

Please contact us via phone or email if you have any concerns; we will aim to respond within 48 hours. We do not use social media accounts for parental communications.

Our school already has a code of conduct for all our employees but this policy is aimed at the wider school community so that all can see and understand our expectations around the conduct of all visitors or those connected with the school. This policy aims to clarify the types of behaviour that will not be tolerated. It also sets out the actions the school can take should this code be ignored or where breaches occur.

Parent/ Carer conduct that will not be tolerated:

- Disruptive behaviour, anywhere on the school premises, which interferes or threatens to interfere with any of the school's normal operations or activities.
- Any inappropriate behaviour on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening in any way, a member of staff, visitor, fellow parent/carers or student, including malicious complaints.
- Damaging or destroying school property.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parents/staff/governors at the school on Facebook or other sites.
- The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment of your own child on school premises.
- 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)

- Dogs being brought on to the school premises (other than guide dogs)

Should any of the above occur on school premises or in connection with school, the school may feel it is necessary to take action by contacting the appropriate authorities and/or sadly, consider banning the offending adult from entering the school premises altogether.

Thank you for abiding by this policy in our school. Together we create a positive and uplifting environment not only for the children but also all who work and visit our school. Please note: parents/carers are asked to make sure all persons collecting their children are aware of this policy.

What happens if someone ignores or breaks the code?

In the event of any parent/carer or visitor of the school breaking this code then proportionate actions will be taken as follows:

- 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 West Sussex Police.
- This will include any or all cases of threats or violence and actual violence to any student, staff or governor in the school. This will also include anything that could be seen as a sign of harassment of any member of the school community, such as any form of insulting social media post or any form of social media cyber bullying.
- In cases where evidence suggests that behaviour would be tantamount to libel or slander, the school will refer the matter to the West Sussex County Council's Legal Team for further action. In cases where the code of conduct has been broken but the breach was not libellous, slanderous or a criminal matter, the school will send out a formal letter to the parent/carer with a request to attend a meeting.
- If the parent/carer refuses to attend the meeting the school will write to the parent/carer asking them to stop the behaviour causing the concern and warn that if they do not, they may be banned from the school premises. If, after this, the behaviour continues, the parent/carer will again be written to and informed that a ban is now in place.

Notes:

In more serious cases a ban from the school can be introduced without having to go through all the steps offered above.

Site bans will normally be limited in the first instance.

Complaints:

This code of conduct does not prevent parent/carers from raising a legitimate complaint in an appropriate fashion.

In most cases we hope that all complaints and concerns can be resolved through open dialogue with class teachers, other members of staff, the Senior Leadership Team or the Headteacher as appropriate.

If, however, you are not satisfied with responses received, we would ask that you then follow the complaints procedure as laid out in our school complaints policy. This is available on the school's website but if you would prefer, please contact the school office and we can arrange for a hard copy to be made available.

Issues of conduct with the use of Social Media:

Most people take part in online activities and social media. It is fun, interesting and keeps us connected.

Within these spaces, however we ask that you use common sense when discussing school life online.

Please think before you post:

We ask that social media, whether public or private, should not be used to fuel campaigns or voice complaints against the school, school staff, parents or students.

We take very seriously inappropriate use of social media by a parent to publicly humiliate or criticise another parent, student or member of staff.

If parents have any concerns about their child in relation to the school, as previously mentioned, they should:

- Initially contact their child's Form Tutor
- If the concern remains, contact their child's Leader of Year, then, if still unresolved, the Headteacher
- If still unresolved, the school Governors, through the complaints procedure

Parents and carers should not use social media as a medium to air any concerns or grievances.

Online activity which we consider inappropriate:

- Identifying or posting images/videos of students (children other than their own) without prior permission from their parents
- Abusive or personal comments about staff, students or other parents
- Bringing the school into disrepute
- Posting defamatory or libellous comments
- Emails circulated or sent directly with abusive or personal comments about staff or students
- Using social media to publicly challenge school policies or discuss issues about individual children
- Threatening behaviour, such as verbally intimidating staff, or using bad language
- Breaching school security procedures

Safeguarding:

At Bourne Community College we take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately, in line with the actions outlined above.

You can contact our Designated Safeguarding Lead with any concerns about your child's safety by emailing: jmurraybrown@bourne.org.uk