

# Kingstone Academy Trust Code of Conduct

**Our Staff have the right to be treated with dignity and respect at all times.**

**They should be able to do their jobs without being abused.**

**Most people respect this.**

**Any abuse towards a member of staff either in person or by telephone will NOT be tolerated.**

Kingstone Academy Trust is fortunate to have a very dedicated and supportive school community of staff, governors, parents and carers. We recognise that the education of our students is a partnership between us and welcome and encourage parents and carers to participate in the life of our schools. Together we create a positive and uplifting environment not only for the students but also all who work and visit our schools.

The purpose of this Code of Conduct is to provide the expectations around the conduct of all parents, carers and visitors connected to our school.

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. However we understand that everyday misunderstandings can cause frustrations and have a negative impact on our relationships.

Where issues arise or misconceptions take place, please contact your child's teacher or Pastoral lead, who will be available to meet with you and go through the issue and hopefully resolve it. Where issues remain unresolved, please follow the Academy's complaints procedure. This is available on the Academy's websites or a copy can be requested from each school office.

This code aims to clarify the types of behaviour that will not be tolerated and sets out the actions the Academy can take should this code be ignored or where breaches occur.

## **Behaviour that will not be tolerated:**

- Disruptive behaviour which interferes or threatens to interfere with any of the schools normal operation or activities anywhere on the school premises.
- 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/carer or child.
- 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 pupils/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 Academy premises or in connection with school issues, the Academy may feel it is necessary to take action by contacting the appropriate authorities or consider banning the offending adult from entering the Academy premises.

It is important for parents and carers to make sure any 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 the Police. This will include any or all cases of threats or violence and actual violence to any child, staff or governor in the Academy.
- 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 cyber bullying.
- In cases where evidence suggests that behaviour would be tantamount to libel or slander, then the school will refer the matter to the Academy's legal advisors for further action.
- 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 send out a formal letter to the parent/carers 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 behaviour continues, the parent/carers will again be written to and informed that a ban is now in place.

**Note:** (1) a ban from the school can be introduced without having to go through all the steps offered above in more serious cases.

(2) Site bans will normally be limited in the first instance.

### **Issues of conduct with the use of Social Media**

- The Academy schools and their respective PTAs have Facebook pages which allow parents to receive and respond to messages about school events. We encourage you to positively participate if you wish.
- Within these spaces however we ask that you use common sense when discussing school life online.
- 'Think before you post' We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents or children.
- We take very seriously inappropriate use of social media by a parent to publicly humiliate or criticise another parent, member of staff or child.