

Kingsleigh Primary School



Visitor Code of Conduct Policy

Date of last review: Autumn 2021

Date of next review: Autumn 2022

Visitor Code of Conduct

We welcome visitors to Kingsleigh Primary School and we will act to ensure it is a safe place for pupils, staff and all other members of our school community. We encourage close links with parents and the community and believe that pupils benefit when the relationship between home and school is a positive one.

We seek to maintain positive relationships with all members of our school community and value our strong relationship with parents/carers. Together, we believe we can achieve the very best for the pupils in a mutually supportive partnership between parents, class teachers and the school community. If a parent/carer/visitor has concerns we will always listen to them and seek to address them.

We ask that every parent/carer/visitor to our school:

- Respects the caring ethos of the school
- Approaches school staff for help with any issues in an appropriate manner
- Corrects their child's action, especially where it could lead to conflict, aggression or unsafe behaviour

We will not tolerate abusive, threatening or violent behaviour including:

- Using offensive language
- Threatening, abusive or violent behaviour towards any member of staff, visitors, fellow parents/carers, pupils or any other members of the school community
- Damaging or destroying school property
- Sending abusive or threatening emails/text/voicemails/phone messages, or other written communications to anyone within the school community
- Using defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff at the school on any social media platform.
- Approaching someone else's child in order to discuss or chastise them because of the (perceived/actual) actions of this child towards their own child
- Smoking, taking illegal drugs or consuming alcohol on school premises
- Bringing dogs on to school premises (other than guide/assistance or school owned dogs)
- Parking on school premises unless permitted to do so
- Driving dangerously on or around school premises

Should any of the above occur on school premises, the school may feel it is necessary to take action by contacting the appropriate authorities and/or consider banning the offending adult from entering the school premises. If an adult is banned from entering the school site, the ban will take effect immediately and will be reviewed at the end of the next academic term.

Additional information:

All calls into the school office are recorded and this includes when, and if, you are placed on hold. Staff members are directed by the Headteacher to put the phone down on any adults that phone and swear or speak in an aggressive and/or heated way.

Note:

Parents are required to make all persons responsible for collecting their children aware of this policy.