

Samuel Cody School



Parent/Carer/Visitor Code of Conduct 2025-2026

This Code of Conduct is an unsigned agreement between Parents, Carers, Visitors and Samuel Cody School.

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.

At Samuel Cody School we are very proud and fortunate to have a very dedicated and supportive school community. At our school the staff, governors, parents and carers all recognise that the education of our children is a partnership between us.

We expect our school community to respect our school ethos, keep our school tidy, set a good example of their own behaviour on school premises, online and when accompanying classes on school visits.

As a partnership we are all aware of the importance of good working relationships and all recognise the importance of these relationships to equip our children with the necessary skills for their education. For these reasons we will continue to welcome and encourage parents and carers to participate fully in the life of our school.

Part of our commitment to this partnership is delivered through our safeguarding policy. We have a legal duty to pass on safeguarding concerns to children's services when a disclosure has been made by or about one of our students and the information shared may meet threshold. Legally, we are not always able to speak to the parents in advance of making a referral to children's services. Members of school staff do not pass judgement on the information shared by or about a student and pass this information to children's services in a factual manner with the aim of ensuring that every child is safe and has the support they need both in school and through external agency intervention.

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 tutor or link Senior Leadership Team member, who will be available to meet with you and go through the issue and hopefully resolve it. Where issues remain unresolved, please follow the school's complaints procedure. This is available on the school website or a copy can be requested from the school office.

This code aims to clarify the types of behaviour that will not be tolerated and seeks parental agreement to these expectations.

The code of conduct also sets out the actions the school can take should this code be ignored or where breaches occur.

Behaviour that will not be tolerated:

- Any inappropriate behaviour on the school premises including but not limited to:
 - Using loud or offensive language or displaying temper.
 - Other disruptive behaviour which interferes or threatens to interfere with any of the schools' normal operation or activities anywhere on the school premises.
 - Threatening in any way, a member of staff, visitor, fellow parent/carer or child.
 - Damaging or destroying school property.
 - Driving in an unsafe way (e.g. above 5 mph)
 - Parking unsafely within the school grounds
 - Animals being brought onto the school premises. (Other than guide or therapy dogs, or other animals at the discretion of the Headteacher with an appropriate Risk Assessment in place)
 - Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events)

Any inappropriate behaviour online or in apps including but not limited to;

- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- Bringing the school into disrepute through defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff/governors at the school on any app or online platform e.g. Whatsapp or Facebook
- Identifying or posting images/videos of children
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual children or members of staff
- Threatening behaviour, such as verbally intimidating staff, or using bad language
- Breaching school security procedures

Any inappropriate behaviour towards a member of the school community:

- 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)

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 or consider banning the offending adult from entering the school site.

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 to 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

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, then the school will refer the matter to the County Councils' Legal Team for further action. In cases where the code of conduct has been broken but the breach was not libellous, slanderous or criminal matter, then the school will send out a formal letter to the parent/carer with an invite to a meeting.

If the parent/carer refuses to attend the meeting then the school will write to the parent/carer and ask 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/carer will again be written to and informed that a site 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 time limited in the first instance.

At our school we take our safeguarding responsibilities for young people and our duty of care for our staff seriously and will deal with any reported incidents appropriately in line with the actions outlined above.

Thank you for your support in helping us keep our school a safe place for all.