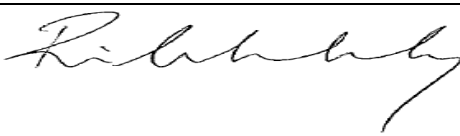

ANSTEY FIRST SCHOOL

Code of Conduct for Parents/Carers and Visitors Policy

Approved by: Full Governing Board
Last reviewed on: June 2026
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Date: June 2026

Approval

Approved by: Full Governing Body	
Chair of Governors Name	Tom Sealy
Signature	
Headteacher's Name	Richard McKelvey
Signature	

Version

Version	Author	Notes
V1.0	M Taylor	New Policy

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1. Introduction

- 1.1 This document is Anstey First School's code of conduct and applies to all parents, carers and visitors (collectively referred to in this document as 'referenced adults') and promotes effective working practices that are mutually supportive and respectful.
- 1.2 As partners, our parents will understand the importance of a good working relationship to equip our children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of the school and for the school to have working relationships and work in partnership with families.
- 1.3 The purpose of this document is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This will allow us all to continue to flourish, progress and achieve in an atmosphere of mutual understanding.
- 1.4 This policy should be read in conjunction with the following related policies and guidance:
- Complaints Policy
 - Online safety Policy
 - Acceptable Use Agreement

2. Guidance

- 2.1 We expect parents, carers and visitors to:
- Respect and model the caring ethos of our school whenever on school premises or when communicating directly with the school.
 - Understand that school staff and referenced adults, need to work together for the benefit of all.
 - Demonstrate that all members of the school community should be treated with tolerance, dignity and respect and therefore set a good example in their own speech, conduct and behaviour.
 - Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
 - Approach the right member of school staff to help resolve any issue or concern, where known. The Complaints policy is on the school website.
- 2.2 Whilst we are confident that all stakeholders will work in respectful partnership with us, it is important to be clear that certain behaviours will not be accepted. These include:
- Disturbing school staff and trying to speak to them whilst they are supervising children.
 - Not approaching parent's governors when collecting their pupils from the school.

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- Breaching school security procedures e.g. entering the school without being admitted by staff when another adult or child is leaving or entering.
 - Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds.
 - Any aggressive behaviour (including verbally or in writing) towards another child or adult.
 - Using loud/ or offensive language, swearing, cursing, using profane language or displaying temper.
 - Threatening to do actual bodily harm to a member of school staff, Governor, visitor, or fellow parent/carer regardless of whether or not the behaviour constitutes a criminal offence.
 - Damaging or destroying school property.
 - Abusive, persistent, or threatening emails or text/voicemail/phone messages or other written communication.
 - Defamatory, offensive, or derogatory comments regarding the school or any of the pupils/parents/staff /Governors on social media. Any concerns that you have must be made through the appropriate channels by speaking to the class teacher, or the Headteacher, so that they can be dealt with fairly, appropriately, and effectively for all concerned. If you are in doubt as to who to speak to with a comment, query or concern please refer to the Complaints Policy (available on the school website)
 - Smoking (including e-cigarettes) and consumption of alcohol or other drugs whilst on school property.
 - Recording meetings, on devices without prior agreement from all parties
 - Should any of the above behaviours occur the school may feel it is necessary to contact appropriate authorities and if necessary, ban the offending adult from entering the school grounds.

3. Use of Social Media and WhatsApp

- 3.1 The widespread availability and use of social networking applications bring opportunities to communicate with various groups in new ways. Whilst recognising the benefits which using social media brings, this policy sets out the principles designed to ensure that all reference adults, use social media responsibly so that the confidentiality of students, staff and the reputation of the school are safeguarded.
- 3.2 We are very fortunate to have a supportive and friendly parent body at Anstey. Our parents recognise that educating children is a process that involves partnership between parents, class teachers and the school community. As a partnership, our parents/carers understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

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- 3.3 As a guide, individuals should consider the following prior to posting any information on social networking sites or in class WhatsApp groups, about the school, it's staff, it's pupils, or anyone else associated with the school:
- Is the social networking site the appropriate channel to raise concerns, give feedback or express views?
 - Would private and confidential discussions with the school be more appropriate? E.g. if there are serious allegations being made/concerns being raised. Social media/internet sites should not be used to name individuals and make abusive comments about those people. Please contact the school to discuss any concerns you may have.
 - Are such comments likely to cause emotional or reputational harm to individuals which would not be justified, particularly if the school has not yet had a chance to investigate a complaint/concern?
 - The reputational impact that the posting of such material may have to the school; any detrimental harm that the school may suffer as a result of the posting; and the impact that such a posting may have on pupils' learning and wellbeing.
 - Any concerns that you have must be made through the appropriate channels by speaking to the class teacher, the Family Liaison Officer or the Headteacher, so that they can be dealt with fairly, appropriately, and effectively for all concerned. If you are in doubt as to who to speak to with a comment, query or concern please refer to the Complaints Policy (available on the school website).
- 3.4 Although social networking sites may appear to be the quickest and easiest way to express frustrations or concerns about the school (and those associated with it), it is rarely appropriate to do so. Other channels, such as a private and confidential discussion with the school, where a child's teacher should always be the first port of call, or using the school's formal complaints process, are much better suited to this.
- 3.5 The school considers the following examples to be inappropriate uses of social networking sites. This is non-exhaustive and intended to provide examples only.
- Making allegations about staff or pupils at the school/cyber-bullying.
 - Making complaints about the school/staff at the school.
 - Making defamatory statements about the school, staff, or parents at the school.
 - Posting negative/offensive comments about specific pupils /staff (either named or implied) at the school.
 - Posting racist comments.
 - Posting comments which threaten violence.
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4. Breaching the Code of Conduct

- 4.1 If the school suspects, or becomes aware, that a referenced adult has breached the code of conduct, the school will gather information from those involved and speak to the adults involved regarding the incident.
- 4.2 Depending on the nature of the incident, the school may:
- Discuss the situation with the adult involved
 - Invite them into school to meet with a senior member of staff or Headteacher
 - Send a warning letter to the adult
 - Contact the appropriate authorities (in cases of criminal behaviour).
 - Seek advice from the local authority's legal team regarding further action (in cases of conduct that may be libellous or slanderous)
 - Ban the adult from the school site
- 4.3 Our aim is always to find a peaceful and acceptable solution to all issues and disagreements. 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 with the Chair of Governors before banning a parent from the school site.
- 4.4 We trust that adult connected with the school will assist with the implementation of this code of conduct and we thank you for your continued support. Any issues in relation to this policy must be brought to the attention of the Headteacher within 10 days of issue. If no issues are raised, it is assumed that all parties will adhere to this policy.

Appendix 1 – Visitors Invited to School

Visitors are welcome at Anstey First School and contribute to the life and work of the school in many ways. The learning opportunities and experiences they bring are encouraged and appreciated.

It is the school's responsibility, however, to ensure that the security and welfare of the pupils is not compromised at any time. The school is also responsible to the whole school community for ensuring that visitors comply with the guidelines. It is our aim to safeguard all children, both during school hours and during extra-curricular activities. We aim to ensure all our pupils can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, after-school activities, during school organised and supervised off-site activities.

Where possible permission should be granted by the school before arriving.

The following procedures must be followed by all visitors to Anstey First School:

- All visitors must enter via the main entrance and sign in
- All visitors will be issued with our safeguarding information leaflet, emergency Leaflet and protocol around the use of mobile devices
- Visitors, depending on the nature of the visit may be asked for photo ID
- Visitors that will be working with children will be asked for their DBS certificate and formal ID on their first visit and issues with the Visiting Speaker's Agreement
- Visitors that do not have a DBS certificate will be accompanied at all times during the visit
- The member of staff that is meeting the visitor will be responsible for them while on site
- If the visitor requires access to the school Wi-Fi, they will be issued with the Acceptable Use Agreement
- All visitors must sign out at the end of the visit

Unknown visitors to the school will be challenged and the following process adhered to:

- Any visitor to the school site who is not expected should be asked who they are and their business on the school site.
- They should then be escorted to the school Office to sign in
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed immediately.
- The Headteacher and/or members of the senior management team will consider the situation and decide if necessary to inform the Police.

Appendix 2 – Visiting Speaker’s Agreement

We understand the importance of visitors and external agencies to enrich the experiences of our pupils. However, in order to safeguard our children, we expect all visiting speakers to read and adhered to the statements below:

I confirm that:

- Any messages communicated to pupils must support fundamental British Values and our school values
- Any messages communicated to pupils must be consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to the pupils must not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion, culture or other ideologies
- The content of the presentation will have been agreed with the relevant staff member prior to delivery
- Activities must be properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication
- Activities must be matched to the needs of the pupils
- Visiting speakers will be accompanied by a member of staff, unless authorised not to be.

Print Name:

Signed:

Role:

Organisation:

Date: