

TDAP058

PARENTAL CODE OF CONDUCT POLICY

Requisite:			Responsible Committee: Full Governing Board		
Vers.	Approval Date	Committee	Head	Chair	Next Review Date
A	November 2023	Staffing			November 2025
B					
C					

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1. Purpose and scope

At The Dorcan Academy we believe it's important to:

- Work in partnership with parents / carers to support their child's learning and wellbeing
- Create a safe, respectful and inclusive environment for students, staff and parents / carers
- Demonstrate the Dorcan character values and virtues through all interactions.

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and students (through our behaviour policy and character programme). We recognise that we do not always get things right, however, we look to work with other members of the school community to support all students. To do this effectively, we ask that parents adhere to this code of conduct.

This code of conduct aims to help the academy work together with parents by setting guidelines on appropriate behaviour.

We use the term 'parents' to refer to:

- Anyone with parental responsibility for a student
- Anyone caring for a child (such as grandparents or child-minders)

We use the term 'Members of the school community to include'

- Students
- Staff
- Trustees
- Contractors
- Parents
- Visitors

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- Other stakeholders

2. Our expectations of parents and carers

We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our school
 - **Be Kind, Show Respect and Do Your Best**
- Work together with staff in the best interests of our students, by modelling the Dorcan virtues of Honesty, Integrity, Compassion, Courage, Generosity, Gratitude, Personal Responsibility, Resilience and Self-Discipline
- Treat all members of the school community with respect – setting a good example with speech and behaviour
- Seek a peaceful solution to all issues by following the correct procedures for communication and acknowledging time frames in the context of a busy school environment.
- Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct
- Approach the most appropriate member of school staff to help resolve any issues of concern; this should be the tutor in the first instance where there is a concern about your child's education or welfare at school or the Curriculum leader if the concern is subject specific. (E-mail addresses for Curriculum leaders are listed in your child's link book). You may be responding to a communication from a member of staff, and therefore they would be the most appropriate point of contact in that instance.
- Contact enquiries@dorcan.co.uk for any communication where you require contact from the Head of House or a member of the senior leadership team. This email address is regularly monitored, and they can direct your query to the most appropriate person. Be aware that we follow a graduated response in dealing with concerns, to ensure that staff time is used effectively, therefore we would ask you to support us by following this process: for example, you may ask to speak to a senior member of staff but first be referred to the Head of House. If your concerns are not addressed appropriately then the matter may be referred higher.

Should you wish to arrange a meeting with any member of staff, we ask that you follow our policy, and ensure that where possible it is pre-arranged. We cannot guarantee that a member of staff will be available without notice.

3. Behaviour that will not be tolerated

- Demanding to see a member of staff with no prior notice, or making immediate unrealistic demands, showing disregard for the workload and wellbeing of staff
- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)

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- Swearing, or using language that may be deemed offensive or discriminatory
- Aggressive behaviour such as displaying a temper, raising your voice or shouting at members of staff, students or other parents
- Name calling
- Threatening another member of the school community
- Sending abusive messages to another member of the school community, including via text, email or social media
- Making accusations or blaming a member of the school community for actions, without substantiating the claim with appropriate evidence
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on any social media platforms, or other forms of print media
- Use of physical punishment against your child while on school premises; this will be treated in line with our safeguarding policy
- Any aggressive or rude behaviour (including verbally or in writing) towards another child or adult
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- Refusal to leave the school site when asked to do so by a member of staff
- Smoking, vaping or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs)
- Bringing dogs onto the school premises (other than guide dogs)
- Riding any mode of transportation, whether manual, electric or petrol on school premises

If disrespectful, abusive or derogatory communications are sent via e-mail to members of staff, they will not respond but will instead refer the e-mail to a senior member of staff or the Headteacher. If a parent is rude, aggressive or abusive on the telephone, the member of staff will respectfully discontinue the call and request that you call back when you are able to discuss the matter calmly.

4. Breaching the code of conduct

If the school suspects, or becomes aware, that a parent has breached the code of conduct, the school will gather information from those involved and speak to the parent about the incident.

Depending on the nature of the incident, the school may then:

- Send a warning letter to the parent
- Invite the parent into school to meet with a senior member of staff or the headteacher
- Invite the parent into school to meet with the chair or vice-chair of Trustees
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek legal advice regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the parent from the school site

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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 the chair of Trustees before banning a parent from the school site.

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*Appendix I

The Governing Body's legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures. The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies

- Complaints
- Safeguarding Children and Young people
- Behaviour
- Anti-Bullying
- Lettings and Use of Premises
- Special Educational Needs
- School trips
- Curriculum
- Children in Care
- Health and Safety
- Sex and Relationships Education
- Security
- Equality Diversity and Community Cohesion
- Students with Additional Needs
- Internet Access and Use
- Use of ICT and Website
- Young Carers
- Privacy, Confidentiality, Information Sharing and Data
- Whistle blowing

The above list is not exhaustive but when undertaking development or planning of any kind the school will consider safeguarding matters.

• Revision Notes

Rev A	Original Approved Staffing and Students November 2023
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