Adult Code of Conduct

Review Body	Governing Body
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Type of Policy	Statutory
Review Period	Annual
Reviewed	September 2026
Approved by	Governing Body
Next review	September 2028

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Purpose

At Kingswood Primary School we believe it's important to:

- Work in partnership with families to support their child's learning
- Create a safe, respectful and inclusive environment for pupils, staff, families and all of our school community.
- Model appropriate behaviour for our pupils at all times
- Recognise that the key to a positive education of our pupils is a partnership between all stake holders (school the staff, governors, visitors, families)

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 pupils (through our behaviour policy).

This Adult Code of Conduct aims to help the school work together with our school community by setting guidelines for appropriate behaviour.

Our expectations of adults

We expect families and other visitors to:

- Respect the ethos, vision and values of Kingswood Primary School
- Work together with staff in the best interests of our pupils
- Treat all members of the school community with respect
- Model appropriate behaviour by interacting politely and showing tolerance and respect for others at all times
- Seek a peaceful solution to all issues following our school policies and procedures
- Families to 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 right member of school staff to help resolve any issues of concern (please refer to the Kingswood Primary School complaints procedure policy)

Unacceptable adult behaviour

- Behaviour which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises (including events on the school grounds and sports team events)

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- Aggressive behavior, verbal or physical on the school premises or towards members of our school community (including outside the school gates / within the schools vicinity) will not be tolerated and will be reported to the appropriate authorities
- Swearing, or using offensive language
- Displaying a temper, or shouting at members of staff, pupils, families or other visitors
- Threatening or using a threatening manner, in any way towards another member of the school community (staff, visitor, families or child)
- Sending abusive messages to another member of the school community, including via text, email or social media (outlined in section 6)
- Use of mobile phones or recording devices on site without specific permission from SLT
- Posting defamatory, offensive or derogatory comments about the school, staff or any member of the school community, on social media platforms
- Using physical, verbal or written aggression towards your child, any other child or adult (Kingswood Primary School do not condone any use of physical chastisement – staff are available to support in this area if needed)
- Approaching someone else's child, or adult with child, in order to discuss any incidents Please speak to a member of our staff if you have any concerns or wish to discuss an incident
- Smoking or drinking alcohol on the school premises
- Being on site intoxicated (alcohol and/or other substances including legal highs)
- Possessing or taking drugs on site (including legal highs)
- Bringing dogs onto the school premises (other than guide dogs, or previously agreed in writing with SLT)

Should **any** of the above occur on Kingswood Primary school's premises or in connection with school, the school may feel it is necessary to take action by contacting the appropriate authorities and/or consider withdrawing permission of the offending adult from entering the school premises.

Breaching the code of conduct

If the school suspects, or becomes aware, that a parent has breached the code of conduct, the school will investigate and address the incident accordingly and in line with the school policies and procedures.

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

- Issue the adult with a written warning
- Invite the adult to meet with a senior member of staff or the headteacher to discuss the incident
- 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 libelous or slanderous)
- Withdraw permission for the adult to be on the school site
- The school will respond to an incident in a proportional way in line with our policies and procedures
- Determining the level of breaches of the code of conduct and the school response rests with the Headteacher
- The Headteacher will consult with the Chair of Governors in all serious Adult Code of Conduct Breaches
- The school will reserve the right to seek legal advice regarding further action
- Where criminal conduct has taken place, the Police will be contacted

Issues of conduct with the use of Social Media

Most people take part in online activities and social media. It's fun, interesting and keeps us connected.

Kingswood Primary School and 'Friends of School' groups have Social Media Platforms which allows families to receive and respond to messages about school events. We encourage you to positively participate if you wish.

Within these platforms however we ask that you use caution and exercise 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 or personal endeavors/beliefs or voice complaints against the school, school staff, families or children.

Kingswood Primary School takes inappropriate use of social media very seriously.

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If you have any concerns about a child, please contact the school following the process below:

1. Initially contact the class teacher
2. If the concern remains, contact the Deputy Headteacher
3. If the concern remains contact the Headteacher
4. If still unresolved, then please follow the complaint procedure set out in the Complaints Procedure Policy

Social Media must not be used as a medium to air any concerns or grievances against a person, school or group.

Online behaviour/ activity which we consider inappropriate

- Identifying or posting images/videos of children other than your own
- Abusive, inappropriate or personal comments/details about staff, governors, visitors, children, other families or any other members of our school community
- Comments or posts that could bring the school into disrepute
- Posting defamatory or libelous content
- Emails circulated or sent directly with abusive or personal content/details about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual children, members of staff and any other members of our school community
- Any form of threatening behaviour, such as intimidating or use of inappropriate language against any member of our school community.
- Breaching school security procedures

At Kingswood Primary School, safeguarding our pupils, staff, and our school community is our priority.

We will deal with any reported incidents or issues appropriately and in accordance with our policies and procedures

Withdrawing permission to be on Site Procedure

Under Section 547 of the Education Act 1996 it is a criminal offence to be on educational premises without lawful authority and to cause or permit a nuisance or disturbance to the annoyance of persons lawfully using the premises.

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- The Headteacher can make the decision to withdrawal permission of an individual to enter the school premises this may be with immediate effect depending on the circumstances and the level of risk
- The individual will be invited to submit in writing any comments or observations regarding the withdrawal of permission from entering the premises
- The Headteacher will consider the comments and observations
- Following the withdrawing of permission period, the Headteacher will review and decide upon next steps, these will then be communicated to the individual in writing
- If the permission to be on the school premises is withdrawn, the individual will not be permitted onto any area of the school premises
- If the individual comes into to the school premises, or attempts to cause a nuisance or disturbance outside during this period, the school will not hesitate in calling the police to have the individual removed and charged. This could result in a criminal conviction and a fine by the magistrates' court of up to £500.
- If the individual wishes to communicate with the school during this period, they can do so in writing

We are committed to ensure that reasonable adjustments are in place to support any adult and/or family to access the processes outlined above.

Thank you for abiding by this code in our school. Together we create a positive, safe and uplifting environment not only for the children but also for all who work and visit our school.

It is important for families to make sure any person collecting their children are aware of our Adult Code of Conduct.

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