



# Visitor Code of Conduct Policy



Harefield Primary School

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## Visitor Code of Conduct Policy

We welcome visitors to Harefield 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 which together helps us 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 actions, especially where they could lead to conflict, aggressive or unsafe behaviour.

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

- using offensive language or displaying temper;
- threatening, abusive or violent behaviour to any member of staff, visitor, fellow parent/carer, pupil or any other member of the school community;
- damaging or destroying school property;
- sending abusive or threatening emails or text/voicemail/phone messages, or other written communications to anyone within the school community;
- defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social media sites;
- 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 the consumption of alcohol on school premises;
- dogs being brought on to school premises (other than guide/assistance or school owned dogs).

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.

**Note: Can parents please ensure they make all persons responsible for collecting their children aware of this policy**

### Inappropriate use of social network sites

Any concerns you may have about the school or your child must be made through the appropriate channels by speaking to the school or following the school complaints policy and procedure.

Any inappropriate comments (including libellous or defamatory) made about the school, staff or pupils on any social media site will be reported to the appropriate 'report abuse' section of the site and the parent/carer will be asked to remove any such comment.

The school take very seriously the use of cyber bullying by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. The school will also consider its legal options to deal with any such misuse on social networking and other sites. Please note that no meeting at the school may be electronically recorded without the express permission of all parties, and that information obtained without such permission will not be admissible in any proceedings.

