

St. Finian's Primary School



St. Finian's P.S.

Code of Conduct for Parents and Visitors

Introduction

St. Finian's Primary School prides itself on fostering a positive and respectful environment for staff, pupils, parents and visitors. We are very fortunate to have a supportive and friendly parent body. 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 will 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.

This Code of Conduct outlines the school's expectations for parents, carers and visitors when interacting with staff and the wider school community.

Aims

To provide a framework that supports positive home-school relationships where pupils thrive.

To ensure all members of the school community feel safe, supported and respected.

To ensure all communication and interaction between staff, parents and pupils is respectful and constructive.

Maintain a calm and safe environment to protect staff, pupils and other parents from harmful, abusive or inappropriate behaviour.

Parents and Carers are expected to:

Model behaviour that reflects our encouraging and caring school ethos.

Respect the professional roles of all staff members.

Communicate calmly, politely and constructively with staff in person, by telephone or through written correspondence.

Treat all staff, pupils and other parents with respect, dignity and courtesy at all times.

Abide by the school's procedures for raising concerns and complaints.

Avoid engaging in aggressive, threatening or inappropriate behaviour in any form, including physical, verbal or written abuse.

Ensure younger siblings in your care are supervised at all times.

Avoid bringing pets or smoking / vaping on school grounds.

Prohibited Behaviours

St. Finian's Primary School has zero tolerance towards:

Verbal Abuse:

Shouting, swearing, or using offensive, abusive or intimidating language.

Physical Abuse:

Threatening gestures or physical aggression intended to harm or intimidate others.

Threatening or Aggressive Behaviour:

Excessive noise, derogatory remarks or intimidating actions.

Remarks of a discriminatory or offensive nature (e.g. racial, religious, or gender-based).

Spreading damaging, abusive, or defamatory comments about the school or staff in person or online.

Recording staff.

Approaching another child in order to discuss or reprimand them.

Unsubstantiated Allegations:

Making unfounded claims intended to damage a staff member's reputation or credibility.

Social Media and Online Conduct:

Avoid posting negative, offensive or misleading comments about school staff, pupils or other parents online. Raise concerns directly with the school.

Procedures for Addressing Inappropriate Conduct

On School Premises

1. Staff will verbally identify the conduct as abusive or inappropriate.
2. The individual will be asked to stop the behaviour immediately and / or leave the premises. A member of the Senior Leadership Team will be called for if necessary.

3. The incident will be reported to the Principal and an incident report will be completed (see Appendix A).
4. If deemed necessary the Vice Principal or Principal will make a follow up phone call or schedule a meeting.
5. A temporary or permanent restriction from entering the school grounds may be put in place.
6. If the individual refuses to co-operate or the situation escalates, the police will be contacted immediately.

Telephone and Written Correspondence

1. If abusive or threatening behaviour occurs over the telephone, staff will state that the conversation is ending immediately and report the incident to the Principal.
2. Abusive written communication will be reported to the Principal and retained as evidence. No response will be issued by the recipient.

Consequences for Violations

- Possible exclusion from entering school premises.
- Reporting serious incidents to the police.
- Communication restrictions may be imposed, with written correspondence directed through the school office.
- Staff members have the right to request a member of the Senior Leadership Team to attend meetings/interviews with parents who have previously engaged in prohibited behaviour.

All incidents will be formally recorded, and decisions will be made in consultation with the Board of Governors as appropriate.

Commitment to a Positive Environment

St. Finian's Primary School is committed to working with parents and carers in a positive and constructive manner. By adhering to this Code of Conduct, we can model the respect and responsibility we wish to instil in our children, whilst building a strong, positive home school partnership. Our shared aim should be to ensure a safe, respectful and supportive environment for all, enabling our children to flourish and succeed.

Parent Code of Conduct Incident Report Form

Incident Details

Date of Incident		Time of Incident	
Location of Incident			
Name of Parent / Carer Involved			
Child(ren) Name(s)		Class(es)	
Details of Incident	<i>Provide a factual account of what occurred. Include exact words used if relevant and describe tone, behaviour or actions observed. Avoid personal opinions.</i>		
Code of Conduct Breach. <i>Tick as appropriate</i>	☐ Verbal: Aggressive or abusive language ☐ Intimidating or threatening behaviours ☐ Physical: Being hit or hurt ☐ Disrespect towards staff / other parents / children	☐ Damaging property ☐ Spreading rumours ☐ Written ☐ Online: social media post, email, text, posting photographs/videos	☐ Other (specify)

