



# **SLADEFIELD INFANT SCHOOL**

## **Code of Conduct for Visitors to the School**

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**Reviewed and Approved by Governors on 21<sup>st</sup> January 2025**

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# **'Code of Conduct' for Visitors to the School**

## **Introduction**

Sladefield Infant School is an effective school that has built up a solid and impressive culture of respect and positive values over many years. We have decided to adopt this Code of Conduct for Visitors following consultation with parents/carers, staff and pupils in order to help us further our aim to provide an exemplary education and learning environment for each pupil, based on their needs, in which everyone aims to treat each other with kindness and courtesy.

## **Purpose**

This document provides an explanation of the acceptable standard of behaviour expected from visitors to the school premises and those interacting with its pupils and staff in order make this school a safe place to learn, work and visit.

## **Our Ethos and Values**

### **MISSION STATEMENT**

Sladefield Infant School provides a safe, stimulating and inclusive environment for every child. This is reflected through values of equality, diversity and tolerance underpinning all aspects of learning. In combination with a broad, balanced curriculum we help nurture caring, confident individuals who become successful, thriving members of British society.

**BE HAPPY, BE SAFE, BE HEALTHY - ALWAYS DO YOUR BEST!**

## **AIMS**

**Caring Community:** We aim to be an integral part of a caring, happy and secure community where children feel safe, valued and excited to learn.

**Inclusive Education:** Every child will have the opportunity to develop their potential in all areas of education, with their individual needs and the school's statutory requirements in mind. Our curriculum is broad, balanced and inclusive, designed to support all learners.

**Respect and Tolerance:** We instill respect for moral values, for others, and for ourselves; we promote tolerance towards different races, religions and ways of life, fostering a culture of understanding and kindness.

**Curiosity and Independent Thinking:** We encourage children to develop enquiring minds, think critically, and engage with tasks independently, helping them become active learners.

**Communication and Motivation:** We empower children to confidently communicate with others; enjoy reading; be motivated to write, and embrace the challenges of Mathematics.

**Mental Well-being:** We understand that mental health and well-being are integral to a child's success. We strive to ensure that everyone in our school community knows the importance of looking after their mental health and feels supported in doing so.

**Global Citizenship:** We aim to equip learners to be responsible citizens of Birmingham, Britain, and the world, celebrating what it means to be British in today's diverse society.

**Positive Behaviour:** We seek to instill the best possible behaviour in our pupils, helping them distinguish right from wrong and become law-abiding, respectful citizens.

## **OUR VALUES**

Achievement of our aims is underpinned by the strong set of values Sladefield Infant School has set out and which we expect all of our children, staff and families to demonstrate each and every day at school:

- **Achievement:** successfully accomplishing something we set out to do.
- **Enjoyment:** engaging in activities we like and finding joy in learning.
- **Equality:** ensuring that everyone is treated fairly and with kindness.
- **Friendship:** building supportive and caring relationships with others.
- **Resilience:** bouncing back and remaining positive, even in the face of challenges, and keeping trying.
- **Respect:** treating everyone with kindness, dignity and consideration.

## **What you can expect of us, what we expect of you**

The School and its staff will:

- treat visitors to our school site with respect to which they are entitled
- ensure that visitors to our school site are supervised, where necessary
- check the identity of contractors, workers and other visitors to our school site, as necessary
- actively challenge any visitors to the school site who are not wearing a 'Visitor' lanyard to ask to what capacity they are in the school building, and politely escort them to the School Office if they do not feel reassured that the visitor should be legitimately accessing the school site
- act in accordance with our Child Protection & Safeguarding Policy (see the school's website)
- do all that they reasonably can to ensure that our school site is a safe and welcoming learning and working environment.

All visitors to our school, and interacting with our pupils and staff, are expected to behave calmly, politely and respectfully. This means that visitors must:

- sign in when requested
- sign out before leaving the school site
- wear a 'Visitor' lanyard, including a picture record, to indicate to staff of the school that you have signed into the school
- treat our school population, environment and property with respect
- follow our school rules, protocols and any instructions given by school staff
- report anything that puts anyone on our site at risk to a member of our staff
- if a parent/carer, acknowledge that the class teacher remains responsible for your child's behaviour and safety when participating in school initiatives which are being led by the class teacher, even if this includes parent/carer involvement (such as Workshops, Assemblies and Sports Days)
- if a parent/carer, accept that they are responsible for their child's behaviour and safety whilst the child is in their care, even when they are on our school premises (such examples include

when parents/carers visit the school to see displays that have been produced, and have collected their child during this time, as well as during Summer/Christmas Fairs)

### **The type of behaviour that the school considers unacceptable**

Sladefield Infant School will decide on a case by case basis whether a visitor's behaviour is unacceptable, but any behaviour that we believe adversely affects our safe and caring learning environment and/or puts the physical or emotional wellbeing of a pupil, member of staff, parent/carer or other visitor at risk, is not acceptable behaviour on our school site.

This may include, but is not limited to:

- disruptive behaviour
- aggressive or threatening speech or behaviour, such as: swearing, threatening or shouting at others; taking an aggressive stance; threatening to strike someone or assaulting another person
- damaging school property
- behaviour that could be considered racist, sexist, homophobic or similarly offensive in some other way that is at conflict with any of the Protected Characteristics
- smoking, vaping or being under the influence of alcohol or drugs whilst on our school site
- bringing animals on to our school site, other than guide dogs
- being in possession of weapons of any kind
- refusing to follow the reasonable instructions of our staff

In addition, unacceptable behaviour also includes any communication with a member of our school's community that is malicious, threatening or abusive, including in person, over the telephone, or in writing - by letter, email or any other electronic format, such as social media, regardless of whether it takes place on the school premises.

Unacceptable behaviour also includes parents/carers confronting other parents/carers with reference to an incident that has taken place between two (or more) children from the school. We respectfully request that parents/carers inform a member of the school staff about any concerns they have regarding any incident that has occurred with their child and another, and the school will take responsibility of dealing with the concern, and reporting back to parents/carers once the concern has been investigated and suitably resolved.

### **How the school will respond to behaviour that is unacceptable**

In most cases, the school will attempt to informally remedy the situation by speaking with the individual concerned, privately. There may be no further action.

Where there is any dispute over what has occurred, or if the alleged incident is complex or serious, the school will conduct a formal investigation in order to establish the facts and determine what action should be taken, if any.

If the school decides that a visitor's behaviour has been unacceptable, the school, or, in some cases the Local Authority on the school's behalf, may decide to:

- informally warn the visitor about their behaviour
- formally, in writing, warn the visitor about their behaviour
- ban the visitor from the premises for a specified period
- ban the visitor from the school premises whilst a formal investigation into their behaviour takes place

- report the behaviour to the Police

Visitors will be entitled to make representations to the Governing Body, in line with the school's Complaints Procedure, if they disagree with the decision reached by the school.

#### **Questions and concerns about this code**

Sladefield Infant School is grateful for the support that it receives from visitors in maintaining its caring and safe learning and working environment, so any feedback that you may have about the content of this code is welcomed. Please direct any feedback or questions about the code to the school Office who will refer your comments on to an appropriate member of staff.