Froxfield CE School

Code of Conduct for Adults connected with the School or who visit the School

Adults who are connected with the School, or who visit the School, are required to comply with this Code of Conduct. In the case of Parents/Carers, this Code of Conduct forms part of the Home School Agreement between Parents/Carers and the School.

Purpose of the Code – promoting and living out the School's Values

At Froxfield CE School ("the School") we are very proud and fortunate to have a close-knit, dedicated and supportive school community of staff, governors, and parents/carers. All recognise that the education of our children is a partnership between us, and all work together for the best education we can provide. Our recent Church School and OFSTED reports highlight that the School provides outstanding pastoral care for the children and has an excellent sense of community.

Central to this is behaviour which supports the School's ethos founded on its chosen Christian Values of Love, Respect and Courage. In living out these Values we aim to build a caring, respectful and resilient community: where children can individually enjoy life and thrive as they learn the necessary skills for their education; and where adults involved with the School community, in their behaviour and conduct, demonstrate and underline the importance of maintaining the School's ethos.

Consistent with the School's Values, we all recognise the importance of good working relationships within the School community, and the School actively encourages parents/carers to participate fully in the life of the School. Of course, differences may arise between the School and parents/carers, in which case the School (again, consistent with its Values) is committed to resolving any situations of this kind in a constructive, caring and respectful manner, through an open and positive dialogue, so as to minimise any negative impact on the relationship between School and home.

For its part, the School can reasonably expect that all adults who are connected with the School, or who visit the School, behave and deal with the School in a manner which is consistent with, and promotes, the School's Values, so as to ensure that the whole School community is respected, nurtured and strengthened. This Code of Conduct sets out in more detail the behaviour and conduct which the School expects.

In those very few and regrettable instances when adults who are connected with the School, or who visit the School, behave in a way which ignores, or is not consistent with, the aims and spirit of this Code of Conduct, the School may be required to take action. That action will always be proportionate to the behaviour in question, and reference is made below to the steps which the School may take in these circumstances.

Where the Code of Conduct applies

In general terms the Code of Conduct applies in relation to all the dealings which adults who are connected with the School have with the School, its children, staff and governors, and also, in respect of School matters, dealings with other such adults.

Adults dealing with the School (including parents/carers and visitors) are expected to abide by the Code of Conduct at all times:

- when on School premises;
- when using neighbouring facilities for School-related purposes (including the Village Hall car park and playing field);
- when accompanying children on School visits;
- in conversations or other communication or dealings with School staff and governors;
- when discussing or referring to School matters or individuals on social media;
- in any circumstance or situation where the reputation of the School or of any individual may be involved.

Behaviour and conduct expected of adults dealing with the School

The general principle of the Code of Conduct is that adults dealing with the School will behave and conduct themselves in a manner which is consistent with and actively supports the ethos of the School community as exemplified in the School's Values of Love, Respect and Courage. Such behaviour and conduct includes the following:

- giving paramount consideration to the safety, protection and well-being of the School's children;
- setting an example to the School's children of behaviour and relationships which demonstrate the School's Values;
- encouraging and supporting the educational aims and methods of the School;
- facilitating the everyday operation of the School and the activities of School life;
- supporting the application of the published Policies of the School, and in particular those which relate to the safeguarding, attendance, and behaviour of the School's children;
- respecting and supporting School staff and governors and upholding their positions of authority within the School;
- maintaining the reputation and standing of the School;
- dealing with any complaints or grievances in relation to any School matter in a calm, respectful and proportionate manner and with the aim of achieving a positive and agreed outcome – and in any event in accordance with the School's published Complaints Procedure;
- using social media in a considered way, and in a manner which is supportive of the School community and the School's reputation, and so as not to infringe privacy rights or data protection requirements in relation to the School or any member of the School community; and
- respecting, and making careful use of, the School's premises and property.

By way of guidance, Appendix I below sets out some instances of behaviour that will be regarded as being in breach of the Code of Conduct – it is not to be regarded as an exhaustive list.

Action which the School may be required to take if the Code of Conduct is breached

In the unfortunate event that an adult dealing with the School behaves in a manner which is in breach of this Code of Conduct the School may take such action as the School considers is required to protect the safety, well-being or harmony of the School community or the safety, well-being or standing of any individual adversely affected by the behaviour in question. The School will endeavour to ensure that any such action is proportionate to the behaviour in question, having regard to the circumstances, and to the nature, degree, extent, persistence and consequences of that behaviour.

Any action on the part of the School following a breach of this Code of Conduct will be taken only with the agreement of both the Headteacher and the Chair of Governors (or, in the absence of the Chair of Governors, another Governor).

Except in serious cases, the School will proceed as follows:

- the School will write to the adult concerned setting out how the School considers that they have behaved in a manner which is in breach of this Code of Conduct and inviting them to a meeting with the Headteacher and/or the Chair of Governors;
- at such a meeting the matter will be discussed with a view to reaching a positive outcome, so that the matter can be regarded as closed;
- if the adult concerned refuses to attend such a meeting, or they continue behaving in breach of this Code of Conduct, the School may (on giving written notice to that person) ban that person from School premises, specifying the period (which may be indefinite) of the ban.

Serious cases are those where:

- the safety or well-being of any child or of any adult may be at risk; or
- the action is harassment or bullying (including cyber bullying) of any child or adult; or
- the School reasonably believes that the behaviour of the adult concerned is or may be defamatory of the School itself, or of any member of staff, any governor, or any parent/carer or other adult connected with the School; or
- the School reasonably believes that the behaviour of the adult concerned is or may be unlawful (including criminal) or may result in action which is unlawful; or
- after the adult concerned has been notified by the School that their behaviour is in breach of this Code of Conduct they persist in the behaviour in question; or
- after the School has imposed a ban from School premises following a breach of this Code of Conduct, the adult concerned refuses to comply with the ban.

In serious cases the School may (as in its discretion it considers necessary or advisable):

- immediately ban the adult concerned from the premises, without following any prior procedure; or
- refer the matter to Hampshire County Council's legal department for their advice, and may then act to implement any advice received; or
- refer the matter to the police authorities and thereafter taking any such action as the police authorities may require or recommend.

Appendix I

Examples of behaviour which is in breach of the Code of Conduct

Disruptive behaviour which interferes, or threatens to interfere, with the normal operation of activities of the School

Any kind of aggression or threat to a child, a member of staff, a governor, a visitor to the School, another parent/carer, or any other person connected with the School

Swearing or the use of any other offensive or derogatory language

Overt displays of temper

Any behaviour which may be considered inappropriate in the context of a primary school

Sending abusive or threatening communications (including emails, social media messages, texts, or voice mails) to anyone within the School community

Making defamatory, offensive, derogatory or unfounded critical comments about the School or any part of the School community or any member of the School community (including making such comments on social media)

Smoking, taking illegal drugs, or consuming alcohol on School premises (unless, in the case of alcohol, it is consumed at an authorised event)

Any kind of harassment

Approaching someone else's child in order to chastise them because of that child's behaviour towards your own child

Bringing a dog (other than a guide dog) onto the School's premises without prior consent

Posting images/videos online or on social media where the images/videos include other children

Any action which might bring the School into disrepute

Sending emails or circulating comments on social media which are abusive or derogatory in relation to any member of the School community

Acting in breach of any security or safeguarding procedures (including such procedures relating to online security)

Deliberately or recklessly damaging School premises or equipment or taking and refusing to return School property

October 2026