

Code of Conduct for Visitors to School

Mission Statement

*Jesus light our way on our faith journey. Be our guide, our joy and our hope,
as we learn, live, love and pray together.*

1 Introduction

At St Joseph's we are committed to safeguarding children and young people and we expect everyone who works in our school to share this commitment. Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that may worry them.

We have decided to adopt this Code of Conduct for Visitors in order to help us further our aim to provide an exemplary education and learning environment for each pupil, in which everyone aims to treat each other with courtesy and respect, in line with our Catholic ethos and Gospel values.

2 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 to make this school a safe place to learn, work and visit.

3 Our Ethos and Values

St. Joseph's Catholic Primary School is a caring school at the centre of its Parish. We are a multi-cultural welcoming school, with children from a wide variety of cultural backgrounds. Inspired by the life and messages of Jesus and believing that every child is made in the image and likeness of the God, Our school is a family, where everyone is welcomed; where everyone is loved, respected and cared for; where everyone is helped and encouraged to achieve their very best and where Christ is at the heart of everything we do.

- We value the way in which all children are unique, made in the image and likeness of God, and our curriculum promotes respect for the views of each individual child, as well as for people of all cultures and faiths.
- We value the spiritual, moral and physical development of each person, as well as their intellectual and physical growth.
- We value the importance of each person in our community. We organise our curriculum so that we promote co-operation and understanding between all members of our community.
- We value the rights enjoyed by each person in our society. We respect each child in our school for who they are, and we treat them with fairness and honesty. We aim to enable each person to be successful, and we provide equal opportunities for all the children in our school.
- We value our environment, and we aim, through our curriculum, to teach respect for our world, and how we should care for it for future generations, as well as our own.

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- We value the importance of each child using their God-given talents to reach their full potential.

4 What you can expect of us and what we expect of you

The school and its staff will

- Treat visitors to our school site with the 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 where necessary
- Act in accordance with our Safeguarding Policy at all times (see the school website)
- Do all that we 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 at Reception on arrival, producing id and DBS details where necessary and asked for, and wear the visitor badge provided at all times
- Treat all members of our school community, the environment and school property with respect
- Follow our school rules, protocols and any instructions given by school staff
- Report to a member of staff anything that puts anyone on our site at risk
- Accept that they are responsible for their own child's behaviour and safety, whilst their child is in their care, even when they are on our school premises.
- Be dressed appropriately for a school environment; and for contractors, be dressed in line with safety regulations where appropriate (e.g. high visibility jackets, hard hats)

5 The type of behaviour that school considers unacceptable

Our 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 or other visitor at risk, is not acceptable on our school site. This may include, but is not limited to:

- Disruptive behaviour
- Aggressive or threatening behaviour (e.g. 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
- Smoking, vaping or being under the influence of alcohol or drugs whilst on our school site
- Bringing animals onto our school site, other than guide dogs
- Being in possession of weapons of any kind
- Refusing to follow the reasonable instructions of our staff, e.g. not leaving the premises when asked to, not taking concerns to an SLT member when asked to, etc.

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 phone or in writing (letter, email or any other electronic format such as social media) regardless of whether or not it takes place on the school premises.

6 How the school will respond to behaviour that school considers unacceptable

In most cases the school will attempt to informally resolve 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 (verbally) 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 or permanently
- Report the behaviour to the Police.

Any of these can be used, in any order depending on the severity of the incident.

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.

In the event of any unacceptable behaviour which places individuals in immediate or serious danger, or in the event of an individual repeatedly refusing to comply with efforts to calm their behaviour, the Police will be called immediately

7 Questions and concerns about this code

The 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.

Adopted by the Governing Body of St. Joseph's Catholic Primary School in May 2021

Review: September 2023

Signed by  (Chair of Governors)

Date 19/05/2021