Grove School

Code of Conduct for all Visitors to the School Site.

Review date: as updated by Birmingham City Council

This code of conduct for visitors has been written following guidance from Birmingham City Council which takes account of the following related non-statutory advice and guidance.

- **Department for Education (DfE) Guidance: Controlling access to school premises -** (for local authorities, school leaders and school staff) November 2018
  https://www.gov.uk/government/publications/controlling-access-to-school-premises

- **Equality Act 2010**
  https://www.gov.uk/guidance/equality-act-2010-guidance

- **DfE Best Practice Advice for School Complaints Procedures 2019** (for maintained schools, maintained nursery schools and local authorities) - March 2019
  https://www.gov.uk/government/publications/school-complaints-procedures/best-practice-advice-for-school-complaints-procedures-2019

- ***S&GS Framework School Complaints Procedure (available to subscribing schools on request)***

- ***National Association of Headteachers (NAHT) guidance for leaders in 'Dealing with Violent and Abusive Visitors' (September 2017)* ~ only available to members of the NAHT**

  https://www.naht.org.uk/advice-and-support/management/dealing-with-violent-and-abusive-visitors/

- ***What maintained schools and academies should publish on-line***
  https://www.gov.uk/guidance/what-maintained-schools-must-publish-online
  https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online

The term visitor includes all parents and carers.

1. Introduction

We are 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, 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.

OFSTED October 2023

We are particularly pleased that the inspection recognised the important role parents play. You will be pleased to know inspectors found: **'The school's approach to how they work with parents and carers is a strength. Parents are overwhelmingly positive about the school. They recognise the quality of education, care and support the school provides. All staff are committed and proud members of the Grove family. This joined-up approach helps the school to be the happy, successful and warm place it is.'**

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

3. Our ethos and values

Our Mission Statement

"Enjoy, learn, achieve"

Grove School Expectations

It is the expectation that all adults working at Grove and all visitors to Grove, including parents, are aware of and understand how to reward children for following our expectations.

In every classroom and the main school areas there are copies of the Grove Expectations.

Children, parents and staff evolved our "Grove Expectations" in 1995. They have been reviewed regularly with staff, pupils and governors and have not changed over time.

As pupils, staff, parents and visitors:

- We treat others as we would like to be treated
- We are kind and don't hurt others or their feelings
- We respect all property
- We always try to do our best
- We are honest and tell the truth

- We are good listeners and thoughtful speakers.

At Grove School we aim to:

- Promote good behaviour;
- Develop excellent attitudes to learning;
- Celebrate achievements;
- Foster an atmosphere where pupils are proud of their achievements and those of others and where pupils show respect for the ideas of their peers;
- Develop in pupils self- discipline, an ability to self-regulate and show resilience;
- Ensure pupils feel safe and secure at all times.

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

Grove 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, as necessary;
- Act in accordance with our safeguarding policy, September 2020 (see the school's website); and
- 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:

- Treat our school population, environment and property with respect;
- Follow our school expectations, protocols and any instructions given by school staff;
- Report anything that puts anyone on our site at risk to a member of our staff;
- 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.
- Behave in a manner towards all staff employed by the school that is not verbally and/or physically threatening, intimidating or restricts staff from undertaking their day-to-day work.

5. The type of behaviour that Grove 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 behaviour on our school site.

This may include, but is not limited to:

- Disruptive behaviour;
- Aggressive or threatening speech or behaviour e.g. by 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 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, e.g. by letter, email or any other electronic format, such as social media, regardless of whether it takes place on the school premises.

6. How the Grove 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, i.e. verbally, warn the visitor about their behaviour;
- Formally, i.e. in writing, warn the visitor about their behaviour;
- Ban the visitor from the premises for a specified period; and / or
- Report the behaviour to the Police.

Visitors will be entitled to make representations to the governing board, in line with the school's complaints procedure, if they disagree with the decision reached by the school.

7. Questions and concerns about this Code

Grove 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.