



Archbishop Temple  
Multi Academy Trust  
Together With God

# Archbishop Temple Trust Parent & Visitors Conduct Policy

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*Together with God*

## Code of Conduct: Parents & Guardians Visiting School Site

### **Introduction**

As an education provider, Archbishop Temple Trust strive to create a positive and successful relationship between the trust, our schools and parents and guardians. We understand that a strong and proactive partnership with parents and guardians provides further enrichment for pupils on their educational journey and can help significantly in supporting the welfare of pupils in our care.

We do however understand that in some instances, schools and parents may have differing views on how best we can support and help their child's development. We aim to foster an open environment where parents and staff feel comfortable in sharing constructive feedback to achieve a mutual understanding and collaborate to achieve the best interests of the child. Unfortunately, on rare occasions, we do experience inappropriate and unacceptable behaviour from parents and guardians towards staff, pupils and other members of the trust community. We have therefore developed this code of conduct to help nurture a safe and secure environment for all parties.

### **Purpose**

This code of conduct aims to contribute positively towards developing:

- A positive partnership between the school and parents to support the best interests of the child
- A safe, secure and respectful environment for all members of the trust community
- Positive role models for our pupils to look up to

### **Scope**

Parents, guardian and other visitors are expected to follow this code of conduct when:

- Visiting a trust site for a drop off / collection, meeting or other activity on site
- Corresponding with the trust and its schools via telephone, email or other means
- Referring to the trust and its staff and volunteers in public and on social media

### **Code of Conduct**

We expect and encourage parents, guardians and other visitors to:

- Respect the vision and values of the trust
- Work together to support the best interests of our pupils
- Seek a calm and respectful resolution to any issues
- Communicate in respectful and appropriate manner

This code of conduct should be followed by extended family members and friends attending trust sites.

### **Unacceptable Conduct:**

To help foster a safe and secure learning environment, we ask that parents, guardians and other visitors avoid:

- Swearing and using offensive, discriminatory or threatening language whether in verbal or written format
- Physical violence towards others and trust property
- Attending school site under the influence of drugs, alcohol or any further abusive substances
- Smoking and vaping when attending trust sites
- Displaying a temper or shouting at members of staff, pupils, other parents or visitors

- Unwarranted and unnecessary correspondence that hinders trust operations (vexatious communications)
- Referring to the trust, its staff, pupils and other members of the trust community in a negative manner on social media or any other means of public disclosure
- Recording or filming on trust sites without the express written permission of the trust
- Any behaviour that violates the law or trust policies

Please note that this list is not exhaustive.

### **Covert Recording**

Unless explicitly agreed in writing, the trust **do not consent** to parents, guardians or other visitors making audio or video recordings of any member of staff, governor, volunteer, pupil or other visitor during meetings on site, via telephone or video.

Covert recordings are not only a significant breach of privacy and confidence, but may pose a safeguarding risk to pupils within our schools.

As a trust, we understand that parents may wish to make recordings or take notes at meetings that concern their children. We are more than happy to work with our parents to ensure that key details from meetings are evidenced and available for all parties present without breaching the privacy rights of others.

**Parents must inform and seek written consent from the trust if they wish to record a meeting, telephone or video conversation. Failure to do so may result in a breach of this code of conduct and affect future meetings with the trust.**

### **Social Media & Public Disclosures**

The trust and its schools provide appropriate channels for parents, guardians and other individuals that are unhappy and wish to raise their concerns or make a complaint.

If the trust are notified of any inappropriate, abusive or discriminatory comments on social media or via other public means, the trust will take action to report such comments to the appropriate channels and authorities.

### **Code of Conduct Breaches**

In the event that the trust is notified or suspects a breach of this code of conduct, the incident will be investigated accordingly. Depending on the nature of the incident, the trust may:

1. Issue a warning letter
2. Invite the offender to a meeting with a member of the leadership team in an attempt to resolve the issue
3. Liaise or report the incident to the appropriate authorities including the police in cases of criminal behaviour
4. Ban the parent, guardian or other visitor from trust sites

In the event that behaviour is so extreme that it threatens the immediate safety and welfare of others, the matter will immediately be referred to the police and relevant authorities.