



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

Code of Conduct for Visitors/Parents

Document Information	
Role of person completing review:	Strategic Business Manager
Approved by:	Site & Finance Governors
Date approved:	30.01.2023
Date of next review:	Annually
Additional notes:	No amendments



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

1. Introduction

As a small family school, we know and care for every child. We genuinely value and strive to enhance working partnerships with our families and our local community, knowing that in those partnerships lies our greatest strength and best hope of raising the achievement and aspirations of all our children to ensure that we really are "Educating Tomorrow's Women Today".

Our aim is to ensure that the students at our school are all well-rounded individuals, not just academically but are also strong in character, confident and embrace British values. 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.

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

Having pride in our school values and keeping them at the heart of everything we do. We believe in having a clear set of school values that are at the heart of everything we do as a school. These values are the solid foundation that we have built our school on and make us proud to be Hodge Hill Girls' School.

Partnerships - We value each member of our school community and work in partnership to achieve the best outcomes.

Respect - For ourselves and others in words and actions. We demonstrate respect for our environment.

Inspiration - We are inspired to make a positive difference to ourselves and the wider community within our daily lives. We are inspired to challenge ourselves and to be the very best we can.

Determination - We show determination, and we keep trying even when the going gets tough. We demonstrate resilience, take risks and rise to the challenge.

Excellence - We aim for excellence, demonstrating high standards in all that we do. We demonstrate a professional approach in our actions, words, attire and outcomes.

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



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

- 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 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 anything that puts anyone on our site at risk to a member of our staff;
- 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.

5. The type of behaviour that the 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 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;



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

- 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

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.