



Visitor and Parent Code of Conduct

Policy Aim

This policy has been written to ensure that the school's ethos, curriculum, and practices promote shared values. It also encourages staff, children and other members of the Welbourne community to understand others and to value diversity, irrespective of gender, race, belief and sexual orientation.

As a Rights Respecting School, we put the United Nations Convention on the Rights of the Child at the heart of our planning, policies, practice and ethos.

Policy Agreed	Reviewed by	Ratified on	Approved by	Next Review
Nov 25	R Tailor	20.11.25	FGB	Nov 28

1. Introduction

Welbourne Primary School is committed to providing a safe, inclusive, and respectful environment for all pupils, staff, and visitors. We believe that a strong partnership between the school and parents/carers is essential for a child's successful education. This Code of Conduct outlines the standards of behaviour expected from all visitors to ensure the well-being of the entire school community.

2. Purpose

The purpose of this Code of Conduct is to:

- Clarify the behavioural expectations for all visitors, parents, and carers on school grounds or in school-related communications.
- Ensure the safety and well-being of all pupils and staff.
- Maintain a positive and respectful working and learning environment.

3. The Code of Conduct

All visitors, parents, and carers are expected to:

- Treat all staff, pupils, and other members of the school community with respect. This includes communicating in a polite and constructive manner at all times, whether in person, via email, phone, text, or social media.
- Respect the school property and environment. Visitors should not cause any damage or disruption on school premises.
- Follow the school's sign-in and security procedures. All visitors must report to the school office upon arrival, sign in, and wear a visitor's badge as required.
- Adhere to designated school times and contact protocols. Appointments must be made in advance to meet with a member of staff, and visitors must respect staff working hours.
- Act as a positive role model for pupils at all times, including the appropriate use of language and tone.

4. Unacceptable Behaviour

The school will not tolerate unacceptable behaviour, which includes, but is not limited to:

- Verbal or physical aggression, intimidating, abusive, or threatening behaviour towards any member of the school community.
- Vandalism or damage to school property.
- Bringing prohibited items onto school grounds (e.g., alcohol, illegal drugs, offensive weapons).
- Engaging in defamatory, offensive, derogatory or menacing comments posted on social media or online platforms about pupils, staff, or the school.
- Shouting, swearing, or using offensive language on school premises.
- Attempting to film or photograph pupils without the express permission of the Headteacher and, where required, the parents of the children involved.
- Covert recording of any member of the school community.
- Engaging in, or encouraging, malicious gossip, rumour or innuendo.
- Use of physical punishment against your child while on school premises
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention

5. Consequences of Breaching the Code

If the school suspects, or becomes aware, that a parent has breached the code of conduct, the school will gather information from those involved and speak to the parent about the incident.

Any breach of this Code of Conduct may result in actions including:

- Sending a warning letter to the parent
- A meeting with the Headteacher or Senior Leadership Team to discuss the incident.
- A temporary or permanent ban from the school premises.
- In extreme cases, the school may seek legal action or involve the police.

The Headteacher reserves the right to take any necessary action to ensure the safety and well-being of the school community.