



THE ARUN VILLAGES FEDERATION

Enabling every child to thrive and succeed

Code of Conduct and Social Media Guidelines for Parents

We use the term 'parents' to refer to:

- Anyone with parental responsibility for a pupil;
- Anyone caring for a child on a temporary or long-term basis (such as grandparents, carers or child-minders);
- Anyone responsible for a child at a specific time (such as a family friend collecting from school).

Purpose and scope

At Arun Villages Federation, we believe it is important to:

- Work in partnership with parents and carers to support children's learning
- Create a safe, respectful and inclusive environment for pupils, staff, parents, other stakeholders and visitors
- Model appropriate behaviour for our pupils at all times

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and pupils (through our behaviour policy).

We follow Safe Schools guidelines, which clarify how schools can best work with parents and carers. Safe School posters are clearly displayed in school. (Please see Appendix 1.)

This code of conduct aims to help the school work together with parents by setting guidelines on appropriate behaviour, including the use of social networking sites.

Our expectations of parents and carers

We are committed to working constructively and respectfully with all parents, and we expect parents, carers and other visitors to:

- Respect the ethos, vision and values of the school
- Work together with staff in the best interests of pupils
- Treat all members of the school community with respect, setting a good example with their language and conduct
- Seek a peaceful solution to all issues
- Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct
- Approach the appropriate member of school staff to help resolve any issues of concern

Behaviour that will not be tolerated

- Verbal abuse towards members of staff, pupils or other parents
- Aggressive behaviour towards another child or adult
- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- Swearing, or using offensive language
- Threatening another member of the school community
- Sending abusive messages to another member of the school community, including via text, email or social media
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms
- Disciplining another person's child – any behaviour incidents must be brought to a member of staff's attention
- Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs)

Breaching the code of conduct

Our aim is always to address issues and concerns in a timely and constructive way so that parents feel that they are listened to and that their concerns will be addressed, which should minimise the likelihood of inappropriate behaviour occurring.

However, 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.

Depending on the nature of the incident, the school may then:

- Invite the parent in to school to meet with a senior member of staff
- Send a warning letter to the parent
- Seek advice from West Sussex County Council's legal team regarding further action (in cases of conduct that may be libellous or slanderous)
- Contact the appropriate authorities (in cases of criminal behaviour)
- Ban the parent from the school site

The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the executive head teacher, who will seek the appropriate advice and guidance before making any decision.

The executive head teacher will consult the chair of governors before banning a parent from the school site, which is always a last resort.

Recording

We do not routinely record meetings or telephone calls and we do not normally expect parents to do so. Should a parent wish to make a recording for an exceptional reason or as a reasonable adjustment due to a disability, we are always prepared to consider this. The consent of all parties must be obtained prior to the call or meeting, and all parties must agree to work within

GDPR legislation and to maintain confidentiality (I.e. recordings may not be shared with third parties and there must be an agreed retention and deletion protocol.)

We do not give our consent for covert recordings to be made.

Use of Social Media/Networking Sites

Most people take part in online activities and social media. It can be fun and interesting and it keeps us connected. There are various online school groups managed by parents for parents, such as school Facebook pages, and they can be a wonderful source of knowledge, support and advice. We encourage you to join in and positively participate if you wish.

Within these spaces however we ask that you apply respect and common sense when discussing school life online.

Think before you post

We ask that social media, whether public or private, should not be used to run campaigns and/or voice complaints against the school, school staff, parents or pupils. We take very seriously inappropriate use of social media by a parent to publicly humiliate or criticise another parent, pupil or member of staff. Parents should not use social media as a medium to air concerns or grievances.

If parents have any concerns about their child in relation to the school, they should follow the school complaints procedure and:

1. Initially contact the relevant member of staff;
2. If the concern remains, they should contact a senior member of staff;
3. If still unresolved, follow the formal procedure at Stage 1 and then Stage 2 if necessary.

Online activity which we consider inappropriate:

- Identifying or posting images/videos of pupils who are not their own children;
- Posting abusive or personal comments about staff, pupils or other parents;
- Bringing the school in disrepute;
- Posting defamatory or libellous comments;
- Circulating or sending emails with abusive or personal comments about staff or pupils;
- Using social media to publicly challenge school policies or discuss issues about individual children
- Posting threats against members of the school community;
- Using foul or offensive language to or about members of the school community
- Breaching school security procedures

At our school we take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately in line with the actions outlined above.

Evaluation

The impact of this Code will be reviewed regularly and also in the light of any incident. It will be updated and amended as appropriate, in line with any changes to statutory or local guidance and/or the school's analysis of any incident that may have occurred.

We thank you for your cooperation in adhering to the above code of conduct, which will help to make our school a better place for everyone.

Appendix 1: Vision, Aims and Values



THE ARUN VILLAGES FEDERATION

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Vision

Arun Villages Federation provides an inspiring and nurturing environment for our children and our staff. We are uncompromising in our aspirations and create strong foundations for their future success, while keeping village schools at the centre of their community.

Aims

- EXCELLENCE:** We aim for excellence in everything we do.
- NURTURE:** We nurture all children and staff within a safe and secure learning environment.
- ACHIEVEMENT** We challenge and support everyone to progress and achieve their very best.
- BELIEF** We encourage everyone to believe in themselves and others.
- LEARNING** We provide rich and varied learning experiences to develop the whole child.
- EQUALITY** We welcome and value everyone, and we celebrate diversity.

Values

The Arun Villages Federation community has agreed the following five core values:

- **Respect**
- **Kindness**
- **Honesty**
- **Positivity**
- **Teamwork**

You are welcome at our school.

If you have concerns, we will always listen to them and seek to resolve them.

We treat everyone with respect and courtesy and we expect all visitors to do the same.

We want our school to be a safe place for all. Therefore, anybody behaving in an abusive, intimidating or violent way will be asked to leave the premises and further action may be taken against them.