

# Swain House Primary School

## Parent Code of Conduct



## September 2025

This policy was shared with all staff on 1<sup>st</sup> September 2025

This policy will be reviewed in September 2026

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## **Aim of this code of conduct**

At Swain House Primary School, we strive to build a strong relationship with parents to help create a stimulating learning environment that continues from school to home, providing all pupils with the opportunity to achieve to the best of their ability.

To create a welcoming and safe learning environment, the school implements a specifically designed set of rules regarding behaviour and conduct which parents are expected to act in accordance with.

All staff members have the right to work without fear of violence or abuse; therefore, physical attacks, threatening behaviour, and abusive or insulting language towards staff members, governors, visitors, pupils or other parents may result in individuals being removed from the premises.

This document outlines the manner in which parents are expected to act whilst on the school premises, as well as detailing the type of behaviour that will not be tolerated.

## **1. Legal framework**

This document has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 2011
- Education Act 1996
- Children Act 2004
- DfE (2025) 'Keeping children safe in education 2025'
- DfE (2023) 'Controlling access to school premises'

This document operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Child Protection and Safeguarding Policy

## **2. Expectations**

Our school expects parents to:

- Act in accordance with this code of conduct at all times
- Support and reflect the school's ethos and values through their behaviour
- Set a good example to pupils through their behaviour and the way they interact with staff, pupils and other adults
- Work together with staff members for the benefit of their child and to resolve any issues of concern
- Treat all Governors, staff members, pupils, other parents and any members of the school community with dignity and respect
- Correct their child's behaviour appropriately, particularly on the school grounds where it could otherwise lead to conflict or aggressive or unsafe behaviour
- Respect the school's property and environment by keeping it clean and tidy
- Follow the school's parking rules and procedures for dropping-off and collecting pupils from school

## **3. Driving pupils to school**

Only parents of disabled pupils (with a blue badge) may park in the school grounds, in an allocated disabled parking space. Any other request to park in the school car park must be directed to the school office, where the Headteacher will make the decision and contact parents accordingly.

Parents will drop off and collect their children only where road markings allow. Parents are not permitted, to stop, wait, drop off, or pick up pupils while parked in a prohibited area.

Residents' drives should not be blocked under any circumstances, even during short periods of waiting where the car is in use. Vehicles should be driven in a calm manner which causes least disturbance to residents.

Engines should be turned off when a vehicle is stationary and not in traffic as vehicle exhaust emissions contribute significantly to air pollution and are particularly harmful to children.

All pupils will wear a seatbelt at all times while they are dropped off and picked up. Parents will ensure pupils disembark vehicles safely at the correct stop and cross roads with care.

Parents are to use their discretion in severe weather and drive with extra caution as appropriate.

If a parent is delayed in picking up their child for any reason, it is the parent's responsibility to call an authorised adult to collect the pupil from school on their behalf.

Parents that are going to be late picking their child up from school and cannot arrange for an authorised adult to collect the pupil from school on their behalf should inform the school as soon as possible.

#### **4. Inappropriate behaviour**

The school takes instances of inappropriate behaviour very seriously and will not tolerate any circumstances that may make pupils, staff members and other members of the school community feel threatened.

Parental behaviour that the school does not tolerate includes, but is not limited to, the following:

- Using foul, abusive or offensive language
- Raising voices inappropriately at another individual
- Making racist or sexual comments
- Using aggressive hand gestures, e.g. raising fists and fingers
- Discriminating against any member of the school community, including pupils, staff, Governors and other parents
- Bullying, harassment or intimidation
- Sending abusive, aggressive or threatening messages, emails or other communications to any member of the school community
- Trespassing on school property without prior permission or implied licence
- Causing intentional damage to school property
- Breaching the school's security procedures
- Using physical violence on the school premises or on a member of the school community, e.g. hitting, slapping, punching, kicking and pushing
- Physically intimidating an individual

- Partaking in unnecessary physical contact with an individual
- Writing or posting abusive, offensive or defamatory comments about an individual or the school, including on social media
- Psychologically harassing any member of the school community, including displaying vexatious behaviour which is humiliating for the individual and is damaging to their self-esteem
- Displaying disruptive or other inappropriate behaviour which interferes or threatens to interfere with any of the school's operations or activities
- Approaching another parent or pupil to discuss or reprimand them because of an issue between pupils
- Threatening any member of the school community in any way
- Smoking, vaping or drinking alcohol on the school premises
- Possessing or taking drugs
- Taking photographs or videos on the school premises without permission from the school
- Driving unsafely within the vicinity of the school
- Bringing dogs onto the school premises (other than guide dogs)

## **5. Managing inappropriate behaviour**

If a parent is behaving inappropriately, a report will be made to the Headteacher or the most senior member of staff available in their absence, who will decide on the most appropriate course of action. If a member of staff is reporting an incident, they will be asked to complete the parent incident reporting form.

Parents will raise concerns regarding another parent's behaviour or conduct directly with their child's class teacher or a member of the senior Leadership Team and will not approach the parent themselves.

Instances of parents displaying inappropriate behaviour will be managed in a variety of ways, depending on the severity of the situation.

When a parent has behaved inappropriately, they will be invited to a meeting by the Headteacher or member of the Senior Leadership Team to discuss their behaviour and to attempt to resolve the issue. Where this initial meeting is not sufficient to resolve the issue, the Headteacher, in collaboration with other staff and relevant agencies, will consider what further action may be required. Depending on the nature of the incident, the school may then:

- Give a verbal warning
- Send a warning letter to the parent
- Barring the parent from the school site
- Contact the appropriate authorities (in cases of criminal behaviour)

- Seek advice from the Bradford Legal Team regarding further action (in cases of conduct that may be libellous or slanderous)
- Referring the case to children's social care, where the behaviour indicates that the parent poses a risk to children

The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches to the Code of Conduct rests with the Headteacher. The Headteacher will consult the Chair of Governors before making a decision about any consequence to a breach of this Code of Conduct.

Any child protection and safeguarding concerns will be addressed in accordance with the school's Child Protection and Safeguarding Policy.

The school reserves the right to escort anyone off the premises who is displaying aggressive or disruptive behaviour. The police may be contacted to provide advice on managing an incident or to assist in the removal of an individual from the premises, where necessary. The police will be contacted where a parent is being violent or has committed assault, or where the event has caused harm to an individual.

If a parent has been previously barred from the premises, or has exceeded their implied access to the premises and is causing a disturbance, the police will be contacted to remove the individual from the premises.

If a parent persistently displays unacceptable and inappropriate behaviour, this may result in them being barred from the school premises, in line with the Barring Individuals from the School Premises.

## **6. Barring from the school premises**

The school has the right to bar a parent from the premises to keep the school community safe. If a parent is displaying inappropriate or concerning behaviour, they will be asked to leave the school premises. Behaviour that could result in a parent being asked to leave the premises includes aggressive, abusive or insulting behaviour or language that is a risk to staff or pupils, or behaviour that is making staff or pupils feel threatened.

If a parent has received a verbal warning for a previous breach of the Code of Conduct school would send the parent a written warning. If there is another breach of the Code of Conduct or there is a one-off incident of extremely inappropriate behaviour, the school reserves the right to bar this individual from the school site.

The Headteacher will send a letter to the parent, informing them of the reason for the temporary bar and the duration of the bar. The Headteacher's decision to bar the parent will be made in conjunction with the Chair of Governors.

Decisions to bar will be reviewed at the end of the agreed timescale. Following a review, the bar may be lifted or, if there are grounds for continued concern regarding the parent's conduct, it may be extended.

## **7. Monitoring and review**

This document will be reviewed on an annual basis by the Headteacher and full Governing Body and any changes made will be communicated to all parents and staff in September of each year.

The next scheduled review date for this document is September 2026.

All parents will be provided with a copy of this code of conduct upon their child's attendance at the school, and are required to familiarise themselves with the procedures and guidelines outlined.