



Saint Martin de Porres

Catholic Primary School

VISITOR BEHAVIOUR CODE

'Through Jesus we achieve our very best'

1. Introduction

St Martin de Porres Catholic Primary School prides itself upon having built a strong culture of respect and positive values over many years. This Code of Conduct for visitors is 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 make this school a safe place to learn, work and visit.

3. Our ethos and values

Our aim is to create a happy, enthusiastic and loving community through which Christ's message flourishes. Within this, we strive for the fulfilment of each person's academic potential and the realisation of their unique God-given gifts.

In partnership with parents and families, we aim to develop healthy, independent, happy and confident children, equipped with the skills to contribute positively to today's society. Our aim is to uphold British values by developing an awareness and respect of other peoples religious and moral values and an understanding of other cultures, religions and ways of life.

4. What you can expect of us, and what we expect of you

Example:

The School and its staff will:

- *Treat visitors to our school site with 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*
- *Do all that they reasonably can to ensure that our school site is a safe and welcoming learning and working environment.*

Example (not an exhaustive list):

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 our school population, environment and 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 child's behaviour and safety, whilst the child is in their care, even when they are on our school premises.*

5. The type of behaviour that the School considers unacceptable

Example (not an exhaustive list):

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;
- Ban the visitor from the premises for a specified period;

- Ban the visitor from the school premises, whilst a formal investigation into their behaviour takes place; 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.

Adopted by the Governing Board of St Martin de Porres School

Signed by



(Chair of Governors)

Date 6th December 2017