

# **ST LUKE'S C OF E PRIMARY SCHOOL**

## **Code of Conduct for Community Members and Visitors**

### **Rationale**

Pupils, Parents, Families, Governors, and all Staff at St Luke's C of E Primary School have the right to feel safe and secure on our premises and surrounding areas. The Headteacher and all staff are here to create the circumstances to allow this to happen. Governors, Parents, and the wider community also assist in this process.

This code of conduct applies to all forms of communication with staff in school including email and telephone correspondence.

### **Guiding Principles**

In order for the above to be achieved, it is essential that every member/visitor of the school community acknowledge the values promoted by the school

- Respect self, fellow pupils, staff, other adults and children
- Respect own and other people's property
- Be courteous, well mannered and well behaved
- Be honest, trusting and hard-working
- Take responsibility for words and actions
- Be friendly and co-operative
- Show tolerance towards others

### **Principles in action**

These values and principles underpin our school ethos and are seen to be met when everybody observes the following:

- Comes to school on time
- Is prepared, by doing homework and bringing all the books and items needed for work and play
- Works to the best of their ability
- Works with others
- Speaks calmly
- Takes care of school equipment
- Helps to look after the school building and grounds
- Is honest and trustworthy
- Is kind and respectful

### **Parents, Children, Staff, Governors and visitors should know that the following behaviour is unacceptable:**

- Truancy
- Physical violence
- Vandalism
- Drinking, smoking/vaping, drug taking or any criminal behaviour
- Bullying, verbal, physical or threatening behaviour towards any child or adult including parents and school staff
- Racism in any form
- Use of bad language
- Bringing pets onto school grounds
- Any concerns you may have about the school must be made through the appropriate channels, so that they can be dealt with fairly, appropriately and effectively for all concerned. This includes but is not limited to the use of social media platforms

## **Guidelines**

If you are a witness to or a victim of any of the behaviours outlined above it is your duty to ensure that a member of the senior management is informed and that the incident is logged and dated. The alleged or perceived victim must have priority of care and as a witness, it is your responsibility to ensure that this is administered by an appropriate person.

Once an incident has been reported it should not be discussed or talked about unless as part of the investigation.

## **Senior Management Team Action**

Having been informed of any such incident the Senior Management Team should:

- Ensure the incident is logged
- Ensure that the victim was/is cared for appropriately
- Take relevant witness statements (if necessary)
- In the case of 'child victims' parents will be informed
- If the incident is inappropriate adult behaviour (towards another adult or a child) discussions will take place and advice sought as to the consequences
- If inappropriate behaviour is towards a staff member it is their responsibility to report it immediately to the Headteacher
- Ensure contact is made with the alleged perpetrator, explaining any necessary course of action
- If found to be in breach of this Code of Conduct a warning and/or ban may be issued. Any warnings or bans are issued to an individual

**As a school, we reserve the right to refuse or ban individuals from the premises should they breach this code of conduct. We may also involve external agencies to support us in such matters.**

**Date of review: 8<sup>th</sup> December 2025**