



# Code of Conduct for Visitors/Parents

**Approved On/By:**

**Last Reviewed On:**

**Next Review Due By:**

**Monitoring & Review:**

**Staff Member(S) Lead:**

25 January 2023 Curriculum and Pastoral

23 January 2023

Finance, Staffing and Premises Autumn Term 2023

Annually

BCC Policy /S Butt- Business Manager

## 1. Introduction

Welcome to Hodge Hill College, a popular and welcoming 11-16 community school that provides our pupils with a first-class education and amazing life experiences.

As one of the highest achieving schools in Birmingham, we work hard to get the best out of everyone; whether that is on the sports pitch, performing in one of our musical and drama productions, producing stunning artworks or taking part in the Duke of Edinburgh Award, Team Hodge Hill will always go above and beyond.

Everything we do in school as pupils and staff comes back to CARE:

**Courtesy** – we are polite to everyone in and out of school

**Achievement** – we celebrate our successes together, and be resilient in ensuring we achieve our very best

**Respect** – we treat each other with respect; being kind, honest and caring towards each other

**Excellence**- we go above and beyond every day and strive for excellence in everything that we do

We want them to leave us with qualifications that open doors but also with happy memories and wider experiences beyond the curriculum that will stay with them for life.

For our staff, the same drive for excellence is there. We have dedicated time within each week for subjects to work together to prepare for lessons and share best practices alongside great training opportunities and, most importantly, a shared moral purpose. We want everyone who works at Hodge Hill College to be the best they can be and will always help with this.

So, whether you are a parent/carer interested in sending your child here, a prospective member of staff, or visitor we are immensely proud of our school and would love to share that with you

## 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

Having pride in our school values and keeping them at the heart of everything we do

We believe in having a clear set of school values CARE that are at the heart of everything we do as a school. These values are the solid foundation that we have built our school on and make us proud to be Hodge Hill College.

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

The School and its staff will:

- Treat visitors to our school site with the 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.

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 all members of our school community, the environment and school 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 own child's behaviour and safety, whilst their child is in their care, even when they are on our school premises.

## 5. The type of behaviour that the School considers unacceptable

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 behavior 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; and / 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 Body of Hodge Hill College on 25<sup>th</sup> January 2023**

**Signed by ..... (Chair of Governors)**

**Date .....**