



Oscott Manor School

Ready. Respectful. Safe.

Code of Conduct (for all School Visitors)

Ratified by:	Governing Board
Date Ratified:	14th May 2020
Person responsible for Review:	Governing Board
Review Date:	13th May 2022

Introduction:

At Oscott Manor School we believe that educating children is a process that involves partnership between pupils, parents/carers, school staff and the wider school community. We anticipate all visitors will understand the importance of a good working relationship to equip children with the necessary skills for adulthood.

Oscott Manor welcomes and encourages communication and participation from school visitors for the benefit of all pupils and the whole school population.

Purpose:

The purpose of this code of conduct is to set out the expectations of behaviour to all parents, carers and visitors whilst on the school site or when interacting with school staff or pupils whatever the location.

School ethos and values:

We are a Unicef Rights Respecting School. The Rights Respecting School Award puts children's rights at the heart of schools in the UK.

We aim to be a safe and inspiring place to learn where children are respected, their talents are nurtured and they are able to thrive.

The Rights Respecting Schools award embeds these values in daily school life at Oscott Manor School and gives the children the best chance to lead happy, healthy lives and to be responsible, active citizens.

What the school expects of visitors:

We expect that all visitors will treat all our pupils and staff with respect by being polite, courteous and kind. We expect visitors to reinforce our rules and encourage children to follow them:

- Ready
- Respectful
- Safe

We expect all adults to work in partnership with the school to solve problems that may occur;

We expect all visitors to the school to be accompanied by a staff member at all times unless they have provided proof of ID and have enhanced DBS status. This is to ensure that our pupils are safeguarded in line with relevant legislation.

Examples of behaviour and conduct that the school views as unacceptable:

Unacceptable behaviour or conduct is anything the school reasonably believes adversely affects the safe and caring learning environment or puts their own or others' physical or emotional well-being at risk.

We expect all visitors to avoid using bad language, raised voices, aggression or violence when in contact with pupils, staff and other visitors on or off the school premises, in person, over the telephone or in written communication.

The school will not allow visitors to bring any of these items onto school premises; this is not an exhaustive list:

- Weapons
- Illegal drugs
- Stolen goods
- Pornographic images
- Fireworks
- Dogs

We politely request that visitors keep all tobacco products, cigarettes, pipes, cigars, herbal tobaccos and e-cigarettes out of view whilst on school premises.

Visitors who school staff believe to be under the influence of alcohol or illegal substances will not be granted entrance to the school.

In the interests of confidentiality and respect, we ask that all visitors refrain from publishing personal identifying information about any staff member or pupil on social media. This may include names, initials, job titles or physical descriptions but this is not an exhaustive list.

How the school will respond to unacceptable behaviour and conduct:

In all cases, the school will attempt to deal with such issues informally by making contact with the person/s concerned or their representative.

If a visitor disputes that the incident occurred or if the alleged incident is serious or complex, the school will conduct a full investigation to establish the facts.

In extreme cases, the school may issue a formal warning or banning notice. Such action will only be taken in consultation with the Local Authority and/or West Midlands Police, and only as a last resort.

Social Network Sites:

Social media websites can sometimes be used to fuel campaigns and complaints against schools, Headteachers, class staff, and in some cases, other parents/carers/pupils. The use of social media in this way is unacceptable and not in the best interests of the pupils and the whole school community. In serious cases the school will consider taking advice on options to deal with any such misuse.

Any concerns you may have about our school must be made through the appropriate channels, initially by speaking to the class team. If this does not achieve a satisfactory resolution, this can be escalated in line with the school's Complaints Procedure which is available via the school website or by requesting a copy via the school reception desk.

We expect that parents/carers would make all persons responsible for liaising with school or collecting children from school aware of this Code of Conduct.

Enquiries:

If you have any questions about this Code of Conduct please contact:

enquiry@oscottmanor.bham.sch.uk

We trust that parents/carers will assist our school with the implementation of this Code of Conduct, and we thank you for your continuing support of the school.