Code of Conduct' for visitors to the School

1. Introduction

This code of conduct is for all parents, carers and visitors. It's purpose is to set out the school's expectations of behaviour whilst on the school premises or when interacting with the school's pupils and staff at school events.
Any behaviour which is deemed as unacceptable which the school believes will affect the safe and caring learning environment will be dealt with in a reasonable way. Weoley Castle Nursery School will attempt to deal with instances of poor behaviour in an informal way. However if the incident is serious or complex the school will conduct a formal investigation to gather information on the facts.
In extreme cases the school will refer to the procedure to issue formal warnings or exclusion from the school.
If any parent, carer or visitor have any questions about this code of conduct please contact the nursery office on 0121 427 1058.

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 to make this school a safe place to learn, work and visit.

3. Our ethos and values

Our aim is to build and sustain a learning community for our children and families with Weoley Castle Nursery School at its heart.

A safe, forward thinking, welcoming and nurturing place where emotional well-being is a high priority, each individual is included and valued for what they know and can do and everyone is encouraged to develop to their full potential.
We wish for all of us a spirit of optimism, curiosity and wonder, an enquiring mind and respect for themselves, others and their world - building brighter futures for everyone.

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

Weoley Castle Nursery 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

Weoley Castle Nursery 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 Weoley Castle Nursery 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 this Code of conduct to the school office who will refer your comments on to an appropriate member of staff.