St Andrew's C of E School - Parent/Carer Code of Conduct – Growing and Learning Together with God

St. Andrew's Church of England School is a caring Christian school. We have a strong relationship with parents and carers and our aims are to create a stimulating, learning environment in which every individual can be the best they can be.

Our school values are: Honesty, Responsibility, Resilience, Empathy, Self-Control and Equity. All parents/carers should seek to demonstrate these values and support their children to do the same.

This code of conduct aims to help the school work together with parents by setting guidelines on appropriate behaviour.

We use the term 'parents' to refer to:

- Anyone with parental responsibility for a pupil
- Anyone caring for a child (such as grandparents or child-minders)

Code of Conduct
St Andrew's CofE Primary School expects everyone that comes on to the school site to:

- Follow the School's safeguarding procedures, ensure that pupils are protected from harm and **immediately** report anything that they believe is putting children at risk;
- Understand that both teachers and parents need to work together for the benefit of their children;
- Respect the caring ethos of our school;
- Treat the school environment and property with respect;
- Demonstrate that **all** members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour;
- Take responsibility for their own child's behaviour, especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour;
- Approach the school to help resolve any issues of concern;
- Refrain from smoking/vaping or taking drugs whilst on the school site;
- Refrain from consuming alcohol during the school day on the school site;
- Not bring animals on to the school site, other than guide dogs or with the express permission of the Head Teacher for special circumstances.
- Attend school in appropriate daytime attire.
- Not use artificial intelligence (AI) tools to create, manipulate or share images, videos or other content depicting pupils, staff or other members of the school community
- Not use generative AI to create communications, complaints or other content that misrepresents facts or creates false information about the school, its staff or pupils
- Understand that sharing AI-generated or digitally manipulated images of children (including deepfakes) is a serious safeguarding concern and will be reported to appropriate authorities

Guidelines
In order to support a peaceful and safe school environment the school will not tolerate parents, carers or visitors exhibiting the following. This is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Using mobile phones to make or receive calls during drop off and pick up of children or while on school premises/at school events or to film or take photographs of anyone on site, except when given express permission by a member of SLT at the commencement of a school production or class assembly for example
- Sending abusive or threatening emails or text / voicemail / Class Dojo or other written communications to anyone within the school community

- Disruptive behaviour which interferes or threatens to interfere with any of the school's operation or activities anywhere on the school premises.
- Any inappropriate behaviour on the school premises / events / games
- Speaking in an aggressive / threatening tone or swearing and / or use of inappropriate language
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/ parents / staff at the school on Facebook/ Class Dojo or other social sites (see Appendix 1)
- Physically intimidating behaviour e.g. standing too close
- The use of aggressive hand gestures / shaking or holding a fist towards another
- Pushing / hitting e.g. slapping, punching or kicking
- Racist or sexist comments
- Using AI tools to create fake or manipulated images, videos, audio recordings or written content about pupils, staff or the school
- Sharing photographs, videos, screenshots from Class Dojo or digitally manipulated content on social media or other platforms that misrepresents individuals or events at the school
- Using AI chatbots or other generative AI tools to create misleading, defamatory or abusive content about the school community

Please note that inappropriate, disruptive or threatening behaviour towards the school that takes place off the school site might also be considered unacceptable. This includes inappropriate messaging in all forms as well as defamatory, abusive and or insulting comments made about the school, its pupils, parents and staff on social media. These may be reported to the appropriate bodies, including legal teams and the police. The school takes all forms of cyber bullying seriously and any incidents are dealt with and recorded as a serious incident.

Please be aware of the **appropriate way to express your concerns** (see school complaints procedure) and understand that social media is never a helpful vehicle.

Class Dojo messages

The Class Dojo messaging capability is a useful tool to support communication between class teachers and parents, especially if there is the need to share information before the school day starts.

- Make sure individual messages are concise and factual. For anything more sensitive, please use Class Dojo messages to arrange a phone call or face-to-face meeting

We reserve the right to remove any comments or posts on Class Dojo that violate this agreement or compromise the respectful and constructive nature of communication within our community.

Misuse of Class Dojo constitutes a breach of this Code of Conduct and may result in the application of Section 4, which outlines potential consequences, including restricted access to Class Dojo or further disciplinary measures. By using Class Dojo, all participants agree to uphold these standards to ensure a safe and positive environment for students, parents and staff.

School Premises

School premises are private property and people who come on the site will generally have the permission of the school to do so. In circumstances where the School believes that an individual's conduct has fallen short of the expectations referred to above and is unacceptable, then it has the power in common law to bar that individual from the premises.

Any parent who is asked to leave the school premises will have the right to appeal the decision by writing to the Chair of Governors. Please note that incidents of rudeness will be logged with the Chair of Governors.

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Incidents involving others' children
If an incident has happened at school involving your child, please do not approach/telephone other parents.

Approaching someone else's child in order to discuss an incident or "tell them off" because of their actions (whether alleged or observed) is not appropriate in any circumstances. If you have concerns about something that has happened in school, please speak to a member of staff.

Inappropriate use of Social Networking Sites
Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and in some cases, other parents/pupils.

The Governors of St Andrew's School consider social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community.

Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, the Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer of a child/ren being educated at St Andrew' is found to be posting libellous or defamatory comments on Facebook, Class Dojo or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately.

Please be reminded that Class Dojo is a privilege and any misuse or contradiction of these terms will result in a ban for a term / permanently.

AI-Generated and Digitally Manipulated Content
The use of artificial intelligence tools or digital manipulation software to create, alter or share images, videos, audio or written content depicting pupils, staff or other members of the school community is strictly prohibited. This includes the creation of deepfakes, AI-generated images, or digitally altered content. Such actions constitute a serious safeguarding concern and will be reported to the police and other appropriate authorities. Parents and carers must understand that creating or sharing such content may result in criminal prosecution and will result in being barred from school premises.

Parental use of WhatsApp
We understand that many parents use WhatsApp or similar messaging apps to communicate with one another. While we support positive and constructive communication between parents, we ask that WhatsApp groups are used respectfully and responsibly. Specifically:

- Please avoid using WhatsApp to discuss issues or concerns about school, staff or other children
- If you have a concern, contact the school directly via the appropriate channels
- Do not use WhatsApp to share unverified information or spread negativity
- Respect the privacy of others, including refraining from naming children or sharing sensitive incidents

WhatsApp groups should never be used as a platform for complaints, criticisms or debates that could be divisive or inflammatory. Concerns raised in these forums should be redirected through school communication channels so they can be resolved constructively.

Having made your choice to send your child/ren to St. Andrew's CofE Primary School, you have given your agreement to abide by this policy.