



Regents Park Community Primary School

Code of Conduct for Parents and Visitors

**Adopted by the Governing Board of Regents Park Community Primary School
on 20th October 2025**

**Approved and signed by the Chair of Governors: Mrs A. Schofield.
Date: 20th October 2025**

Next review date: September 2028

Code of Conduct for Parents and Visitors to Regents Park Community Primary School

1. Introduction

Schools are private property. People do not have an automatic right to enter. However, visitors who have acceptable reasons for being on to school premises at certain times are said to have an 'implied licence' from the Governing Board. This includes parents/carers attending appointments or school events, and parents/carers picking up or dropping off younger children.

At Regents Park Community Primary School, we are proud to provide a caring, safe and respectful environment where every child feels valued and supported. Ofsted (2021) recognised that pupils are "happy and safe" and that "bullying is not accepted at the school." Inspectors noted that staff "act quickly to resolve any concerns," and confirmed that "safeguarding arrangements are effective." We are a school where pupils understand what is expected of them and "take ownership of the school's rules." Our staff know our pupils, families and community well, ensuring that those who may be vulnerable receive the right care and support.

Our children say they are proud of their school — and we are proud of them. Together, we nurture kindness, respect and responsibility so that every pupil can learn, grow and thrive.

We have decided to adopt this Code of Conduct for Parents and Visitors, following consultation with parents, staff and pupils, to help us further our aim to provide an exemplary education and learning environment for each pupil, based on their needs, in which everyone aims to treat each other with kindness and courtesy.

The Code of Conduct sets out the standards of behaviour we expect from parents and visitors. If a parent's or visitor's behaviour breaches the Code, the Governing Board may revoke that person's implied licence to enter the school premises. For very serious breaches, the Governing Board has the power to ban a person from the school, and the Head teacher can issue a temporary ban. A banned person will then become a trespasser.

It is a criminal offence for a person who is on school premises without legal permission to cause or permit a nuisance or disturbance.

2. Purpose

This document provides an explanation of the standards of behaviour expected from parents and visitors to the school premises, and those interacting with our pupils and staff, to make our school a safe place to learn, work and visit.

3. Our ethos and values

Our ethos is rooted in **collaboration and integrity**. We hold ourselves accountable, support one another and model the high expectations we want to see in our pupils.

We are equally committed to **staff wellbeing and a healthy work-life balance**. We know that when staff are supported personally and professionally, pupils achieve more and the whole school community thrives. **Fairness, consistency and wellbeing** are central to our ethos — ensuring everyone feels valued and able to manage the demands of their role successfully.

To live this mission and ethos daily, we embed our **CEDRIC values** in all that we do:

- **Compassion** – We show kindness and take care of each other. We use kind hands and words.
- **Equality** – We recognise and respect diversity and treat people fairly and equally. There are no outsiders in our school.
- **Determination** – We work hard and try our best. We don't give up when things are challenging.
- **Responsibility** – We take responsibility for our own learning, behaviour and environment.
- **Integrity** – We are honest and always tell the truth.
- **Consideration** – We are considerate to others. We use good manners and show respect for everyone.

Through our **CEDRIC values**, we actively promote **British values** and pupils' **spiritual, moral, social and cultural development**, preparing them to thrive as respectful, responsible and active citizens.

Together, through **consistency and collaboration**, we create a culture where every child feels **safe, supported and inspired to learn**.

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

Our school and its staff will:

- Treat parents and visitors to our school site with the respect to which they are entitled.
- Always work together with parents for the ultimate benefit of their children.
- Ensure that parents and visitors to our school site are supervised, where necessary.
- Check the identity of contractors, workers, and other visitors to our school, as necessary.
- Act in accordance with our Child Protection and Safeguarding Policy (see our school's website).
- Do all that they reasonably can to ensure that our school site is a safe and welcoming learning and working environment.

All parents and visitors to our school, upon interacting with our pupils and staff, are expected to behave calmly, politely, and respectfully. This means that parents and visitors must always:

- Treat all members of our school community (staff, pupils, and other parents) with respect, using appropriate language and behaviour – including when approaching school staff for help to resolve an issue.
- Work together with school staff for the ultimate benefit of their children and express any concerns about the school or their child(ren) through the appropriate channels by speaking to the class teacher, the appropriate senior leader, the Headteacher or the Chair of Governors, where they will be dealt with fairly, appropriately, and effectively.
- Accept that the school needs to work with a child to clarify their version of events in order to bring about an appropriate resolution to an issue.
- Follow school rules, protocols and any instructions given by school staff.
- Report anything that puts anyone on the school site at risk to a member of school 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 school premises.
- Correct their child's actions especially where it could lead to conflict, aggressive or unsafe behaviour – both on and off the school premises.

5. The type of behaviour that our school considers unacceptable

Our School will decide on a case-by-case basis whether a parent or 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, aggressive or offensive speech or behaviour anywhere on our premises, which interferes or threatens to interfere with our school's operation or activities or negatively affects the safety and wellbeing of our school community members present there.
- The above includes swearing, threatening, or shouting at pupils, staff or other parents, taking an aggressive stance, threatening to assault or actually assaulting another person; it also includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards your own child. Such an approach may be seen to be an assault on that child and may have legal consequences.
- Behaviour that could be considered racist, xenophobic, sexist, homophobic or similarly offensive in some other way.
- Malicious, defamatory, threatening, or abusive communications with or comments about a staff member, parent or pupil, communications or comments made in person, over the phone or in writing, on the school premises or outside them.
- The above includes electronic communications made via emails, messaging or on social media, and using social media to publicly challenge school policies or discuss issues about individual children.
- Smoking, vaping, consuming or being under the influence of alcohol or drugs whilst on the school site.
- Damaging or destroying school property.
- Bringing animals on to the school site, other than guide/ registered assistance dogs.
- Being in possession of weapons of any kind.
- Refusing to follow the reasonable instructions of our staff.

6. How school will respond to behaviour that is unacceptable

In most cases 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 Head teacher will conduct a formal investigation in order to establish the facts and determine what action, if any, should be taken.

If the Head teacher decides that a parent's or visitor's behaviour has been unacceptable, the Head Teacher may decide to:

- Informally, i.e., verbally, warn the parent or visitor about their behaviour.
- Invite the parent into school to meet with a senior member of staff or the Headteacher.
- Formally, i.e., in writing, warn the parent or visitor about their behaviour.
- Ban the parent or visitor from the premises for a specified period.
- Seek advice from the School's legal advisors regarding further action.
- Contact the police (in cases of criminal behaviour).

If the Head teacher issues a short-term ban, the matter will be referred to the Governing Board who will consider whether to extend the ban. In circumstances where the Headteacher is personally involved in an incident or the subject of a complaint, any decision to impose or extend a ban will be referred to the Chair of Governors, who will act in consultation with the Local Authority to ensure impartiality and procedural fairness. Relevant staff will be informed of any active bans to ensure consistent enforcement and safeguarding. All such records will be maintained securely within the school's safeguarding system, with access restricted to designated staff only. A parent or visitor who is facing a ban will be entitled to make representations to the Governing Board before the Board makes its decision.

In the event of any pupil or parent/carer being found to be posting libellous or defamatory comments about our School and/or any members of the school community on the Internet or on social network sites, they will be reported as breaches of site content rules to the appropriate 'report abuse' section of the relevant site. Our school will expect the parent/carer or pupil responsible to remove such comments immediately. Equally, we take very seriously the use of cyber bullying by a child or parent to publicly humiliate another person through inappropriate social media comments. We will deal with this as a serious incident of school bullying.

Regarding class WhatsApp groups:

Class WhatsApp groups can be a very useful and efficient way of communicating relevant messages to the parents/carers for a whole school, class or group. These messages come from parents in their personal capacity. The school does not post directly on any WhatsApp parent/carer groups.

When using a class WhatsApp group, parents should keep in mind the need for mutual respect and cultural sensitivity between all its members and NOT use the group as a platform to air views/grievances regarding a teacher, child or another parent; nor to express political opinions on current affairs; nor to have private conversations with anyone else using the group.

7. Questions and concerns about this Code

Our school is grateful for the support that it receives from parents and visitors towards 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.