



# **JORDANSTOWN SCHOOL**

*A specialist school for children who  
are deaf or visually impaired*

## **Code of Conduct for Family Members and Visitors**

**October 2022**

<b>Title</b>	Code of Conduct for Family Members and Visitors
<b>Summary</b>	<p>Guidance for the whole school community regarding:</p> <ul style="list-style-type: none"> <li>• the procedures and standards of behaviour which all family members and visitors to the school are expected to observe;</li> <li>• the actions the school will take if the guidance is breached.</li> </ul>
<b>Purpose</b>	To ensure a safe and respectful environment for all members of the school community
<b>Current Operational Date</b>	12 <sup>th</sup> October 2022
<b>Version Number</b>	1
<b>Supersedes previous</b>	N/A
<b>Author</b>	Dr Catherine Scully, Principal
<b>Frequency of Review by Author</b>	As necessary
<b>Frequency of Review by Board of Governors</b>	Every 2 years
<b>Date last Reviewed and Approved by Board of Governors</b>	12 <sup>th</sup> October 2022
<b>Method and date of dissemination</b>	Posted on school website and emailed to all parents
<b>Next Review Date</b>	September 2024

## **Rationale**

At Jordanstown School, we are very proud of the long tradition of positive relationships between pupils, staff, parents and visitors. The positive partnership between the school and its families is central to the ethos of the school, where we work to provide a caring, supportive and respectful environment in which our pupils will learn and develop to their full potential.

Family members and visitors should expect to experience a welcoming and supportive ethos and environment where they feel respected and valued when they visit. In the spirit of partnership, and in the best interests of our whole school community, the standards expected of families and visitors in their interactions with the school are outlined in this policy.

## **Guidance**

All adult members of the school community, whether staff, family members or visitors from the wider community, should be aware that children and young people look to the adults in their lives as role models. Therefore, it is very important that the actions of adults provide a good example to them. Because of this, the school has a Code of Conduct for Staff and Volunteers, and we expect family members and visitors to:

- Respect our school values and our caring ethos
- Understand that both staff and family members need to work together for the benefit of the children
- 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
- Seek to clarify a child's version of events with the school's view, in order to bring about a peaceful resolution to any issue
- Approach the school to help resolve any issues of concern
- Refrain from taking photographs with personal devices in areas where pupils are, or could be, present
- Supervise their own child while they are with them in the school or grounds

In order to support a peaceful and safe school environment, the school cannot tolerate family members and visitors exhibiting the following:

- Disruptive behaviour which interferes, or threatens to interfere, with the operation of the school in any area of the building or grounds
- Using loud or offensive language, swearing, cursing, using profane language or displaying temper
- Threatening to do actual bodily harm to a member of school staff, Governor, visitor, parent/carer or pupil, regardless of whether or not the behaviour constitutes a criminal offence
- Damaging or destroying school property
- Abusive or threatening emails or text/voicemail/phone messages or other communication
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff on social media (see Appendix 1).
- The use of physical aggression towards another adult or child. This includes physical punishment against their own child on school premises
- Approaching someone else's child in order to speak with or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- Smoking and consumption of alcohol or other drugs whilst on school property
- Conversations with any member of the school community, about business relating to any aspect of the school, being recorded without explicit permission being granted
- Pets being brought onto school premises without permission.

Any concerns families or visitors may have about the school must be made through the appropriate channels, so they can be dealt with fairly, appropriately and effectively for all concerned. The school's Complaints Policy is available for viewing on the school website [www.jordanstownschoo.org](http://www.jordanstownschoo.org)

## **What happens if someone ignores or breaks the code?**

The school will take a zero-tolerance approach to breach of this code. In the event of any family member or visitor to the school ignoring or breaking this code, then proportionate actions will be taken as follows:

1. The Principal will write formally to the family member or visitor to:
  - highlight the issues of concern and why they are concerning
  - request that there should be no repeat of the behaviour causing the concern
  - warn that if there is a repeat of the behaviour causing the concern, the family member or visitor may be banned from the school premises or the whole school site
  
2. If after this, behaviour which ignores or breaks this code continues, the Principal will write to the family member or visitor and inform them that a ban from the school premises or whole school site is in place. The letter will also highlight for how long the ban will be in place (which may be indefinitely) and what conditions will need to be in place for the ban to be lifted.

### **Note:**

(1) In more serious cases, as judged by the Board of Governors, a ban from the school premises or whole school site can be introduced immediately.

(2) Premises or site bans will normally be limited in the first instance.

Cases where evidence suggests that behaviour would constitute libel/slander or harassment of any member of the school community, including any form of insulting social media post or any form of social media cyberbullying, then the school will refer the matter to its legal team for further action.

In cases where the unacceptable behaviour is potentially a criminal matter, the concerns will be referred to the PSNI. This will include any cases of violence, or threats of violence, to any child, member of staff or Governor of the school, or to any family member or visitor attending a school event.

We would expect that parents would make all persons responsible for collecting children aware of this policy.

The Board of Governors will monitor and evaluate the effectiveness of this policy.

## **Appendix 1            Inappropriate Use of Social Media**

Jordanstown School makes use of their website, Twitter and Seesaw as a valuable tool for celebrating the great work of pupils and the school. Families and other interested members of the community are encouraged to positively share and comment on our posts where appropriate. These sites are closely monitored by designated school staff.

In the event of any pupil, family member or community member being found to be posting libellous or defamatory comments on any social media platform, they will be reported to the appropriate 'report abuse' section of the relevant platform. The school will also expect that any such comments are removed immediately.

In serious cases, the school will also consider its legal options to deal with any such misuse of social media. Additionally, and perhaps more importantly, is the issue of cyber bullying and the use by one pupil or family member to publicly humiliate another by using inappropriate comments on social media. Thankfully such incidents are extremely rare, but where they arise, we will deal with them as a serious incident of school bullying.

If you have any concerns regarding comments made on social media, you should immediately contact the school to speak to the Principal or Vice Principal.