CAPITAL SCHOOL BAHRAIN

Code of Conduct – Parent/Carers

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1. Purpose of Policy

The purpose of this policy is to clarify to all parents and carers our expectations with respect to conduct and behaviour when on Capital School premises. We expect all parents to adhere to this policy and to clearly communicate the aims of this policy to anyone to whom they delegate the responsibility to care for their child in School.

2. Scope of Policy

This policy applies to all adults visiting school premises, and all communications for purposes related to children attending Capital School. This includes the day to day activities of the School including Extra-Curricular Activities. This policy also covers situations such as parent consultation, meetings with parents, school functions, fixtures or events plus any written and verbal communication. Visiting family or friends, who accompany parents to the School, are also covered by this policy. It is the parents' responsibility to inform them of the content of this policy.

In addition to this "Code of Conduct – Parents/Carers", the School has a "Code of Conduct & Safeguarding Guidance – Volunteers" policy which covers the additional responsibilities associated with parents volunteering to help support the School in class, for trips and outings and in other capacities.

3. Rationale

Capital School is committed to safeguarding and promoting the welfare of children and expects all parents and carers to share this commitment.

Capital School is a happy, caring and friendly school. We believe that the best chance of success for each child exists when there is an effective partnership between home and school. To achieve this, we aim to establish relationships that are professional and respectful and where inappropriate behaviour of any kind is not tolerated. The School has clear behaviour policies which outline the conduct expected of all pupils. As indicated in the Behaviour Policies and the Code of Conduct – All Staff, all staff are responsible for modelling positive behaviour and this is a responsibility we believe should be shared by the whole community. It is crucial that the relationship between home and school is based on the principles of care, trust and mutual respect to ensure that all members of our community feel safe and not subject to undue distress and anxiety.

Parents are expected to follow the process of escalating issues or concerns through the correct channels; issues pertaining to learning or wellbeing must be discussed with your child's Class Teacher in the first instance. If you feel your concerns have not been resolved, you may then escalate your concerns to the Key Stage Leader, followed by the Assistant Head, then the Head of School, and finally to the Principal.

4. Guidance

All parents and carers are expected to:

- Respect the caring ethos and values of the School.

- Always adhere to the School's policies and procedures.
- Work together with teachers and support staff for the benefit of their children.
- Treat all members of the School community with respect, using appropriate language and behaviour in all communications and interactions.
- Follow the advice and instruction of School staff including those related to security and emergency procedures.
- Approach school staff for help to resolve a concern in an appropriate manner, following the correct procedures.
- Where a concern has been identified, accept that the School needs to work with a pupil (or pupils) in order to clarify their version of events in order to bring about an appropriate solution.
- Correct their child's actions and behaviour especially where it could lead to conflict, aggressive or unsafe behaviour on the School premises.
- Report any concern that a child is at risk, has been harmed or that they have made a disclosure. All such information should be reported to the Designated Safeguarding Lead – the child's Head of School – immediately.
- Be responsible in the way they record and share images of children other than their own which they record on the School site.
- Wear the appropriate School-issued Access Pass so that they are identifiable at all times whilst on site.
- Drive safely and with due care and attention when on School grounds and on the roads surrounding School.
- Park safely and courteously, within School grounds and on the roads surrounding School, in marked bays and not on footpaths.
- Follow the advice and requests of the School's Security Guards, in relation to safety and security.

In order to support a peaceful and safe school environment the School will not tolerate parents or carers exhibiting the following:

- 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 or surrounding parking area.
- Physical contact with any child, with the exception of their own.
- Threatening, in any way, a member of School staff, visitor, fellow parent/carer or child.
- Damaging or destroying school property.

- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications to anyone within the School community.
- Speaking disrespectfully to any of the parents/staff or Board of Governors regarding school, in person or on the telephone.
- Using children's bathrooms. Parents and carers must use the bathrooms designated for staff/public use and should not enter any children's bathrooms.
- Defamatory, offensive or derogatory comments regarding the School or any of the pupils/ parents/staff or Board of Governors, of the School directly or on Facebook or other social media sites (see Appendix A, page).
- The use of physical or verbal aggression towards another adult or child. This 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 their own child.
- Exchanging contact details with a child.
- Smoking, taking illegal drugs or the consumption of alcohol on school premises.
- Dogs or other animals being brought on to school premises (other than guide dogs).

If, during any interaction, a member of staff feels that there is a lack of mutual respect and therefore the meeting is not productive or in line with the expectations set out in this policy: then the staff member should politely end the interaction. The interaction may be rescheduled for a later date and time.

Should any of the above occur on school premises, the School may find it is necessary to take action by contacting the appropriate authorities and/or consider banning the offending adult from subsequently entering the School.

5. Banning a Parent from the School Site

The School will consider banning a parent from the School site as a last resort measure, only when all reasonable attempts at mediation have not resulted in a modification of behaviour, or where a one-off incident is considered to be very serious in nature. Any such ban would be fixed-term, with the parents required to make assurances regarding future conduct before the ban was lifted. Parents would have a right to appeal as detailed in the Complaints Policy.

6. Appendix A

6.1 Inappropriate Use of Social Media Sites

Incidents of parents using Social Media sites to fuel campaigns and complaints against schools, Heads of School, school staff, and in some cases other parents or pupils, are being increasingly documented in the world's media. At Capital School, we consider the use of social media to raise complaints as unacceptable and, where possible, will challenge those responsible for the post and ask them to

remove their comments. Any concerns parents may have about the School or their child must be addressed through the appropriate channels where they will be dealt with fairly, appropriately and effectively for all concerned, according to School policy.

6.2 Libelous or Disparaging Posts

In the event that any parent of a child at Capital School posts libelous or disparaging comments about the School or its staff on any social media 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 the comment will be removed and reserves the right to take further action it deems necessary which could ultimately result in the withdrawal of their child's place in School.

6.3 Cyberbullying

The School has a clear Anti-Bullying Policy that details how the issue of cyberbullying amongst pupils is addressed. In the highly unlikely event that a parent uses online means to 'bully' a member of staff in School, then the School will deal with the incident seriously and take appropriate action