

# Parent Code of Conduct Policy Statement



## Summary:

Clear expectations and guidelines on behaviour for Parent/Carers.

**Policy Number: 2024/02**

**M Houston  
Principal**

## **Introduction**

The strong working relationship between parents, carers and the College is one of the hallmarks of an Integrated school. Our parents recognise that educating pupils to the highest academic standards is a process that involves partnership between parents and carers, teachers and the College community.

In Ulidia Integrated College, parents and carers understand the importance of good working relationships to set an example for young people regarding the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents and carers to participate fully in the life of our College.

### **1. Purpose and scope**

At Ulidia Integrated College, we believe it is important to:

- Work in partnership with parents to support their child's learning
- Create a safe, respectful and inclusive environment for students, staff and parents
- Model appropriate behaviour for our students at all times.

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the Staff Code of Conduct) and students (through our Behaviour Policy).

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

Throughout this policy, we use the term 'parents' to refer to:

- Anyone with parental responsibility for a student
- Anyone caring for a child (such as grandparents, carers or child-minders)
- Anyone representing the parent of a child.

### **2. Our expectations of parents and carers**

We expect parents, carers and other visitors to:

- Respect the Integrated ethos, vision and values of our College
- Work together with staff in the best interests of our students
- Maintain reasonable expectations for staff response to general communications (three working days or as soon as possible thereafter)
- Treat all members of the College community with respect – setting a good example with speech and behaviour

- Seek a calm and reasonable solution to all issues
- Seek to clarify your child's version of events with the College's view in order to bring about a calm and reasonable solution to any issue
- Correct your own child's behaviour (or those in their care) where it could lead to conflict, aggression or unsafe conduct
- Approach and work with the appropriate member of College staff to help resolve any issues of concern, following up if an appropriate response has not been received after three days.

### **3. Behaviour that will not be tolerated**

- Disrupting, or threatening to disrupt College operations (including events on the College grounds and sports team matches or demanding to wait in the lobby until you are seen)
- Swearing, or using offensive language at any time
- Threatening to do actual bodily harm to a member of College staff, Governor, visitor, fellow parent or student, regardless of whether or not the behaviour constitutes a criminal offence
- Displaying a temper, or shouting at members of staff, students or other parents either in person, by telephone or any other format
- Damaging or destroying College property
- Abusive, passive aggressive, aggressive or threatening e-mails or text/voicemail/phone messages or other written communication including all social media
- Unreasonable demands upon College staff to respond to a parental query, or expectations for staff to communicate outside of normal working hours
- The College does not permit **any** electronic recordings of in person meetings, online meetings or telephone calls by parents or staff without the explicit prior permission of all involved, and in agreement with senior managers. The College reserves the right to record calls for training and operational purposes.
- Making serial and unreasonable complaints (please see Complaints Policy)
- Posting defamatory, offensive or derogatory comments about the College, its staff or any member of its community, on social media platforms.
- Any aggressive behaviour (including physically, verbally or in writing) towards your child, another child or any adult
- "Disciplining" another person's child – please bring any behaviour incidents to a member of staff's attention

- Smoking, vaping or drinking alcohol on the College premises.
- Possessing or taking drugs (including legal highs)

#### **4. Breaching the code of conduct**

If the College suspects, or becomes aware, that a parent has breached the Code of Conduct, the College will gather information from those involved and speak to or write to the parent about the incident.

Depending on the nature of the incident, the College may then:

- Send a warning letter to the parent
- Limit contact by allocating one key staff member to communicate with
- Invite the parent into College to meet with a senior member of staff or the headteacher
- Contact the appropriate authorities (such as PSNI in cases of criminal behaviour)
- Seek advice from the College's legal services regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the parent from the College site in line with EA Protocols.

**Should any of the above behaviour occur on College premises, the College may take any of the following actions:**

- Ending a meeting or telephone call if inappropriate behaviour is displayed
- Not replying to communications that are offensive, abusive or derogatory
- Communication with you in writing only if verbal abuse, aggression or shouting takes place
- Insist that the adult communicates with the College through one member of staff only
- Contact the appropriate authorities (Education Authority, PSNI etc.)
- Consider banning the offending adult from entering the College grounds

We trust that parents will assist our College with the implementation of this policy, and we thank you for your continuing support of the College.

The College will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the Principal.

The Principal will consult the Chair of the Board of Governors before banning a parent from the College site.