Burghfield Common Federation

Mrs Bland's Infant and Nursery School

and

Garland Junior School

Parent Code of Conduct

Including

Social Media Code of Conduct

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Purpose and Scope

At The Burghfield Common Federation 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 pupils, staff and parents
- Always model appropriate behaviour for our pupils

Aims and Objectives

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 pupils (through our positive behaviour policy).

This code of conduct aims to help the federation 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)

Our Vison and Values

Values: Respect and good Manners, Teamwork, Perseverance and Kindness

Our expectations of parents and carers

We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our federation
- Work together with staff in the best interests of our pupils
- Treat all members of the federation community with respect – setting a good example with speech and behaviour
- Seek a peaceful solution to all issues
- Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct
- Approach the right member of federation staff to help resolve any issues of concern.

Behaviour that will not be tolerated

- Disrupting, or threatening to disrupt, federation operations (including events on the federation grounds and sports team matches)
- Swearing or using offensive language
- Displaying a temper, or shouting at members of staff, pupils or other parents
- Threatening another member of the federation community
- Sending abusive messages to another member of the federation community, including via text, email or social media – see below
- Posting defamatory, offensive or derogatory comments about the federation, its staff or any member of its community on social media platforms – see below
- Use of physical punishment against your child while on federation premises
- Any aggressive behaviour (including verbally or in writing) towards another child or adult
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- Smoking or drinking alcohol on the federation premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs)
- Bringing dogs onto the federation premises (other than guide dogs).

Social Media Statement of Intent

Burghfield Common Federation understands the benefits of using social media; however, if misused, the Federation community can be negatively affected, such as damage to the Federation's reputation.

Online safety and social media conduct

The Federation will expect parents and carers to behave in a civilised nature online and will not tolerate any of the following online behaviour:

- Posting defamatory content about parents, pupils, the federation, or its employees or Governors
- Complaining about the federation's values and methods on social media
- Posting content containing confidential information regarding the federation or any members of its community, e.g. a complaint outcome
- Contacting federation employees through social media, including requesting to 'follow' or 'friend' them, or sending them private messages
- Creating or joining private groups or chats that victimise or harass a member of staff or the federation in general
- Posting images of any staff members or pupils without their prior consent.

Sharing posts from the federation's official Facebook Page to support awareness of a federation initiative is permissible. Parents' social media usage will be in accordance with the federation's social media Policy. The federation retains the right to request that any damaging material is removed from social media websites.

If parents or carers wish to raise a complaint, the Federation's Complaints Policy will be followed. Breaches of this code of conduct will be taken seriously by the federation and, in the event of illegal, defamatory, or discriminatory content, breaches could lead to prosecution. Parents and carers will be instructed not to post anonymously or under an alias to evade the guidance given in this code of conduct.

Online messaging

The federation will expect parents and carers to use messaging apps, such as WhatsApp, for purposes beneficial to themselves, other parents, and the federation, and will not accept any of the following behaviour:

- Sending abusive messages to fellow parents or carers
- Sending abusive messages to members of staff
- Sending frequent messages to members of staff
- Sending abusive messages about members of staff, parents, carers, pupils or the federation
- Sharing confidential or sensitive information about members of staff, parents, carers, pupils or the federation
- Bringing the federation or its staff into disrepute.

The federation appreciates the simplicity and ease of instant messaging; however, the federation does not condone parents or carers sending direct messages to staff. Parents and carers will be expected to understand that staff should not be contacted outside of working hours. If parents and carers wish to talk to staff, they should arrange a meeting with the class teacher by speaking to them directly or emailing the federation offices.

Should any problems arise from contact over messaging apps, the federation will act quickly by contacting parents or carers directly, to stop any issues continuing. If necessary, the federation will request a meeting with parents if any misconduct, such as sending abusive or persistent messages or posting defamatory content, occurs online. The federation's complaints procedure will be followed as normal if any members of the parent teacher association or governing board cause any issues through their conduct whilst using online messaging. The Executive Headteacher will be permitted, with the permission of the parent, to view messages sent between members of the parental body to deal with problems quickly and effectively. The Executive Headteacher will be able to request that 'group chats' are closed should any problems continue between parents or parental bodies.

Photography, images and videos

Parents and carers will not be permitted to take photos and videos at federation events unless specific approval has been given by the Executive Headteacher or member of the Senior Leadership Team. In these cases, they should be mindful of others' privacy and seek permission from other parents prior to taking photos or videos of them or their children. More information can be found within the federation's Photographic Images Policy.

Seesaw

The Federation uses Seesaw as a learning platform to share and celebrate the children's learning and progress. We value parent/carer contributions about the content. Seesaw should not be used as a communication channel between home and the federation. This type of communication should be directed through the federation offices.

Responsibility

Parents will be responsible for supporting the federation by monitoring their own use of social media and online messaging. Parents will be expected to always adhere to the Social Media Code of Conduct for Parents and Carers. Parents and carers will be responsible for ensuring they support the federation by monitoring their children's use of social media and online messaging. Parents and carers will be expected to support their children in adhering to the pupil Behaviour Policy.

Breaching the code of conduct

If the federation suspects, or becomes aware, that a parent has breached the code of conduct, the federation will gather information from those involved and speak to the parent about the incident.

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

- Send a warning letter to the parent
- Invite the parent into school to meet with a senior member of staff or the Executive Headteacher
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from the local authority's legal team regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the parent from the federation site.

The federation 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 Executive Headteacher.

The Executive Headteacher will consult the chair(s) of governors before banning a parent from the federation site.

Communication/dissemination of the Policy

This policy will be disseminated through federation website and newsletters.

Parental Declaration Form

I _____(name), parent of _____(name of child),

Declare that I have received, read and understood the terms and conditions of this code of conduct.

I understand my obligations under this code of conduct and agree to comply fully with them. I will ensure that my conduct does not breach this code of conduct in any way, including:

- Sending abusive messages to parents or staff
- Sending abusive messages about parents and staff
- Posting defamatory content about other parents, pupils, Governors, staff or the federation
- Using social media to complain or post any grievances about the federation's values and methods
- Posting content containing confidential information to do with the federation or any members of its community, e.g. regarding a complaint outcome
- Contacting federation employees through social media, including requesting to 'follow' or 'friend' them, or sending them private messages
- Creating or joining private groups or chats that victimise or harass a member of staff or the federation in general
- Posting images of any staff members or pupils without their prior consent.

Signed:_____

Date:_____