



**MARYLAND PRIMARY SCHOOL
CODE OF CONDUCT FOR ADULTS
POLICY**

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Code of Conduct for Adults

(parents/carers, visitors, community)

At Maryland School we aim to develop home-school partnership through an ethos of openness and harmony, where staff and parents/carers model socially acceptable behaviour for pupils. The Governors and staff of the school expect all adults to follow the Code of Conduct below when visiting the school.

SECURITY

1. Report to the school office or Children's Centre office in the first instance except when bringing children to or collecting children from school. Children should be dropped off to their classroom (external door) 8.55am and picked up 3.15-3.25pm latest. The school gates open from 8.30am. Parents are responsible for their child until 8.55am.
2. Do not enter the internal areas without permission or supervision by school staff.
3. After 3.45pm visitors with no school business will be asked to leave the premises in order to secure the site for pupils' after school activities.
4. Do not communicate with pupils through the fence at any time - do not call out to them or pass any items through the railings. If you wish to speak to your child you must come into school and ask permission.
5. Never remove a child from the premises during the school day without the permission of the Head Teacher/Senior Leadership Team /Office staff. All children, once registered, are in the care of the school (in loco parentis).
6. Parents, visitors and carers must not engage classroom staff in conversation during lesson time (includes registration time from 8.55am), unless the staff member has requested this or are arranging an appointment
7. Parents are not permitted to park in the staff car park without permission, unless using the Disabled parking space, or on yellow lines outside the school.

BEHAVIOUR

8. We expect adults to approach staff, including office staff, in a calm and polite manner. Visitors must not shout at others or use rude, disrespectful or aggressive language at any time to any member of the school community. Staff may respond to such behaviour by offering to meet at another time, or see a senior leader, and then remove themselves from the situation.
9. Refrain from aggressive or threatening behaviour (physical abuse or behaviour that can be perceived as threatening, e.g. body gestures).
10. Visiting adults must abide by the LA's and the school's Equal Opportunities Policy (which promotes good community relations) and Complaints Policy. This is on the school's website and in the Parents' Pack.
11. Adults, for safeguarding reasons, **must not confront pupils** or 'tell off' other children (or their parents/carers). If adults have a cause for complaint, they must report to a member of staff immediately and should request that school staff try to resolve the issue before attempting to do so themselves outside the school premises. **We aim for a harmonious community.**

Adults visiting the school must control and supervise children who are in their company until they are in the care of school staff. If children damage school property whilst in the care of their parents, then the adult will be held responsible for damage caused by their children.

12. The school rules and our Behaviour Policy encourage positive behaviour including never hurting each other. Adults must not encourage their children to HIT other children ('no hitting back rule'). Parents must ensure their child fully understands this rule and that they must report any incidents to staff rather than retaliating aggressively.

13. Dogs, other than guide dogs, are not permitted on school premises unless they are carried in a dog carrier. Go-karts, roller skates, roller blades, wheel trainers, skateboards and scooters are not allowed to be ridden on the school premises.

Children who have passed their cycling proficiency test may cycle to school (with the written permission of their parents) and keep their bikes in the bicycle shed or cycle rack. Helmets are recommended. Bikes must be wheeled to the cycle parking area, not ridden on the premises for safety reasons.

14. No smoking or vaping or drinking of alcohol is permitted on the premises or near the school gates. No adult should enter the premises under the influence of alcohol or other drugs. Illegal and other unauthorised drugs are not acceptable within the boundaries of the school premises.
15. Adults must not spit on the school premises.
16. Adults must not drop litter on the school premises or on the streets surrounding the school.
17. **Racist incidents are reported to the local authority whether they involve children or adults and may be reported to the police.**

SCHOOL REPUTATION

18. Parents who have a complaint must follow the school's Complaints procedures. Fuelling complaints or campaigns against the school or staff on the internet, social media or by email is unacceptable and not in the interests of the children or the school community. Any adult (or child) found to have posted a libellous or defamatory comment will be expected to remove the comment/s immediately. In serious cases, the school will consider its legal options.
19. At certain times in the year, such as school performances, parents may wish to take photographs of their child as they perform, such as in the Nativity or Easter assemblies. If parents are taking photographs or filming, this should be for personal use only and must not be used on social media or anywhere other than for personal use. Photographs being used for personal use are outside of data protection law.
20. Please keep your contact information up to date with the school office.

If adults break the above rules or deliberately oppose them then this may result in

- **That person having restricted access to the school**
- **A complete ban from entering the school issued by the Local Authority**
- **Newham Security services being called to remove individuals**
- **In extreme circumstances, the police will be called to evict an aggressive adult from the school possibly resulting in prosecution.**

Maryland School hopes that parents and other adults visiting the premises will support staff in encouraging positive behaviour, politeness and manners in the children equipping them with good social skills for the future.