



CORPUS CHRISTI
We are His body, living and learning as one.

PARENTAL CODE OF CONDUCT



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This policy will be published on the Trust's website

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1. Introduction

- i. Corpus Christi Catholic Academy Trust (referred to hereafter as the Trust) has developed a number of key policies and procedures to ensure that the principles of Catholic Social Teaching in relation to respect, objectivity and belief in the dignity of the individual become embedded into every aspect of school life and these policies and procedures are reviewed regularly in this regard.
- ii. The distinctiveness of a Catholic school is lived out through the care and respect shown for each other. The Trust supports the creation of a safer culture to ensure the schools are an environment where everyone is safe and happy by reinforcing the safeguarding and well-being of children and young people in its care.
- iii. The Trust is committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. The Trust will comply with the requirements of the Equality Act 2010 and is committed to ensuring that throughout the grievance process, no employee is disadvantaged or discriminated against in the application of this policy because of the protected characteristics. These are age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, pregnancy, maternity and marriage or civil partnership.

2. Scope

- i. This policy applies to all parents and carers of pupils attending schools or colleges within the Trust or visiting other buildings belonging to the Trust.
- ii. Unless indicated otherwise, all references to “Governing Body” apply to school’s Local Governing Body or Interim Management Board.
- iii. The policy aims to ensure that the following behaviours demonstrated by parents or carers will be dealt with by the Trust:
 - unwarranted and unnecessary correspondence taking up undue teaching and administrative time;
 - intimidation;
 - disruptive behaviour;
 - racist conduct;
 - incitement of others and threats or risk of injury,
- iv. This policy does not affect the right of parents or carers or other parties to make complaints to the Trust.

3. Principles

- i. The Trust is dedicated to ensuring that all pupils achieve their potential and will work in partnership with all stakeholders to achieve these aims. The Trust is therefore required to have a policy to address parental or carer behaviour that is unacceptable and has a detrimental effect on the good order, and safety of the school or college. The Trust has a duty of care for both staff and pupils to ensure their safety and well-being. This policy will outline the

behaviours that are unacceptable to the Trust and what sanctions are available to deal with the behaviour.

- ii. This policy should be read in conjunction the Trust's Complaints Procedure as the Trust expects all parental or carer complaints to be taken seriously and to be dealt with comprehensively and as far as possible in confidence. The Trust's complaints procedure allows parents or carers complaints about school, college or Trust issues to be dealt with efficiently and sensitively, and at the appropriate level.
- iii. Key principles:
 - i. The education of the children of the parent or carer involved will not be compromised in any way;
 - ii. Clear documentary evidence is kept of any correspondence, action or decisions for a period of at least 12 months;
 - iii. The Trust will fully investigate all valid concerns;
 - iv. Any decisions will be fully communicated to the parent or carer;
 - v. Any parent or carer behaving unlawfully will be reported to the police.

4. Roles and Responsibilities

- i. **The Governing Body is responsible for:**
 - adopting the Trust policy, procedures, and guidelines;
 - receiving reports; and any necessary documentation;
 - advising the Headteacher;
 - reviewing bans from the school or college site.
- ii. The Governing Body will monitor the level and nature of reports and review the outcomes annually or earlier if so determined by the Chair.
- iii. **The Chair of the Governing Body is responsible for:**
 - monitoring the good order and safety of the school or college;
 - checking that the correct procedure is followed.
- iv. **The Headteacher is responsible for:**
 - the overall internal management of the procedures;
 - ensuring that the procedures are monitored and reviewed and reports made to the Governing Body;
 - authorising staff to remove parents or carers from the school or college site.
- v. **The Parental Code of Conduct Co-ordinator is responsible for:**
 - the efficient operation and management of the policy and procedures;
 - training staff on how to deal appropriately with difficult parents or carers;

- keeping parents or carers, pupils and others informed of the procedures;
- compiling reports for the Headteacher as required.

5. Procedures

- The Trust has a range of strategies to employ with any parent or carer who persists with unacceptable conduct. Whilst these sanctions are set out in the policy by way of a sequential process, they can be initiated at any stage if, in the reasonable judgement of the Headteacher or Chair of Governors, the severity of the behaviour warrants such a level of intervention.

- Verbal Warning/Mediation Meeting

A parent or carer who displays any of the behaviour as described above will be asked politely to desist and offered the opportunity to discuss the matter in person on the first occasion.

- Two Formal Written Warnings

A formal written letter will be sent to a parent or carer where they continue to act unacceptably. This letter will be signed by the Headteacher and circulated to relevant internal parties to ensure that an informed and consistent approach can be adopted. This letter is kept on the file of any pupil at the school or college for a period of twelve months. Should a further incident occur, a second formal written warning will be issued.

- Legal Sanctions

If a parent or carer breaches the expected standard of behaviour as set out in the Parental Code of Conduct despite formal written warnings, then the Trust may consider the following the sanctions listed below. These will usually only be used in extreme circumstances e.g. if a parent or carer continues to exhibit conduct in breach of this policy or has committed a serious breach of this policy.

- A – The school or college may ban the parent or carer from any of its premises for a specified period, subject to regular review by the Governing Body or Trust.

Any entry onto the site in contravention of such a ban and where a nuisance is caused would be a criminal offence under section 547 Education Act 1996 and the parent or carer will be removed from the premises by the Police or an authorised member of staff.

- B - An injunction under the Protection from Harassment Act

- The Trust may seek an injunction requiring the parent or carer to desist from behaving in the manner in question. The Trust will seek an injunction against the parent or carers conduct under the Protection from Harassment Act 1997.

viii. C - Anti-Social Behaviour Order (ASBO)

The Trust may seek an ASBO. The Court will have the ability to grant an ASBO which would prohibit the parent or carer from pursuing a certain course of action.

6. Information for Parents and Carers

- i. The Trust will advise parents and carers of this Parental Code of Conduct. This Parental Code of Conduct policy is available via the Trust's website or directly from the school, college or Trust.

7. Monitoring

- i. The Headteacher will report to staff from time to time, and to the Governing Body annually or earlier if the Chair so determines, on the number and type of incidents and behaviours displayed by parents or carers received and their outcomes.

8. Data protection and record keeping

- i. The Trust's privacy notice for parents and carers explains what information we collect and why we collect it.
- ii. The Trust will retain records in line with our records retention schedule.