



Code of Conduct for Parents, Carers, Visitors

(including COVID-19)

Policy Date: _____

Signature of Principal: _____

Signature of Chairperson of Board of Governors: _____

Review Date: _____

Code of Conduct for Parents, Carers, Visitors

At our school – we want to build good relationships within the whole of our school community – that includes parents, staff and pupils. The key to a happy school is one where everyone feels respected and valued. To this end we have an agreed Code of Conduct for parents, carers and visitors.

- Follow the school’s signing in and out procedures for visitors
- Respect school staff and support them in the things they do to help children learn
- Set a good example by behaving appropriately and not using inappropriate language
- Ask the school about their view on incidents so that you can determine if it is the same as your child’s view before taking things further
- Ensure that your child knows how to behave in school and towards others
- Ask the school for help if you need more information about something or do not understand something the school is doing

In order to have a peaceful and happy school environment – parents, carers and visitors must not:

- Disrupt classes or any area of the school
- Question decisions made by the school in front of the children
- Use loud or rude language; swear or show temper
- Threaten to hit/push staff, other parents or carers
- Deliberately damage or destroy school property
- Criticise school staff, pupil or other parents and carers – on school premises or on social media sites
- Send abusive or threatening emails or make abusive or threatening phone calls to the school
- Physically punish your child on school premises
- Go up to another child and ask them or tell them off for something that has happened to your child
- Smoke or consume alcohol at school events (other than as pre-agreed) or on school premises
- Spit on school premises or discard chewing gum on school premises

COVID-19: GUIDANCE FOR VISITORS

Staying COVID-19 Secure

Our core obligation is to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the Gortin Primary School community and the safety of visitors to the school. We hold the prime responsibility for ensuring the safety of our pupils, first and foremost, but also, and as importantly, of staff and volunteers, parents and guardians, guests and visitors, contractors and delivery services. The school will be informed in advance of all visitors.

We are therefore implementing the following regulations to help ensure that we maintain a COVID-secure environment for all: If you or anyone in your household is displaying symptoms of COVID-19 or is currently residing in a locally 'locked down' area, then you must not visit the school.

- All visits to the school by prospective pupils and parents have been cancelled until further notice in order to manage the risk of transmission and minimise cross-contamination.
- All visitors must sign in on arrival at reception and give their phone number to enable visitors to be tracked and traced should the need arise.
- All visitors must also sign a disclaimer stating that they haven't visited any countries not included on the travel corridor list within the last 14 days and that they are not displaying symptoms of COVID-19.
- All visitors must follow current guidance relating to social distancing.
- Visitors must wear a face covering where possible whilst on site, and wash and or sanitise their hands on arrival. Hygiene and handwashing precautions should be followed at all times.
- A record will be kept of the areas accessed, as well as the personnel spoken to by all visitors whilst on site. This is to support the track and trace system as far as possible.
- Visitors must check out through the main reception area on departure.

The visitor protocol is subject to constant review.