



## LORDSWOOD GIRLS' SCHOOL & SIXTH FORM CENTRE

This policy is called:	<b>Code of Conduct for Visitors to School</b>
It applies to:	Lordswood Girls' School and Sixth Form Centre
Person responsible for its revision:	Headteacher
Status:	Statutory
Website?	On public website
Approval by:	Governing Body
Review frequency:	Every three years
Date of ratification:	July 2021
Date of next review:	July 2024

### 1. Introduction

Lordswood Girls' School & Sixth Form Centre is concerned to create a caring and safe environment for students. The school's ethos of high expectations is founded on a culture of respect and positive values. The school has adopted this Code of Conduct for Visitors following consultation with parents, staff and students in order to help us further our aim to create a supportive learning community which encourages all students to achieve their fullest potential and where everyone treats each other with kindness, consideration and courtesy.

### 2. Purpose

This document provides an explanation of the acceptable standard of behaviour expected from visitors to the school premises and those interacting with its students and staff in order to make this school a safe place to learn, work and visit.

### 3. Our ethos and values

We believe that:-

- Lordswood Girls' School is an exceptional school, outstanding in the quality of all its learners.
- We are all learners; learning is enriching, enjoyable and lifelong. We learn from each other.
- Academic achievement is a vital, but not exclusive, indicator of success. An effective, rounded education engages the whole person and extends beyond the academic.
- The quality of Lordswood Girls' School lies in the richness of its aspirations, the commitment of its learners and the quality of the relationships within and beyond the school building.
- Our past success informs our present practice and will be the foundation, but not the limitation, of our future growth.
- Schools are communities within larger communities. Between us, we can create an excitingly rich and diverse pool of talent from which we can grow.

Therefore, we aim to:-

- Value and include all who contribute to the life and growth of the school.
- Nurture mutually respectful, supportive relationships.
- Create a happy, purposeful and secure learning environment which engenders in all a hunger to fulfil potential.
- Inspire a zest for learning which extends beyond the ordinary and endures beyond the temporary.
- Model and promote the value of lifelong learning.
- Develop enthusiastic, self-disciplined and motivated learners who respect themselves, others and the world around them.
- Recognise the unique talent within every individual and realise her/ his full potential.
- Harness, integrate and develop the wealth of resources available to us within all of the communities of which we are part.
- Ensure the uncertainties of the future are anchored by strong self-belief, continuous development of skills and an unwavering determination to realise the best in all of us.

#### **4. What visitors can expect of the school, and what is expected of visitors**

The School and its staff will:

- Treat visitors to the school with the respect to which they are entitled;
- Ensure that visitors to the school site are supervised, where necessary;
- Check the identity of contractors, workers and other visitors to the school, as necessary;  
Act in accordance with the School's safeguarding policy (see the school's website);  
and
- Do all that they reasonably can to ensure that the school site is a safe and welcoming learning and working environment.

All visitors to the school are expected to behave calmly, politely and respectfully. This means that visitors must:-

- treat the school community, environment and property with respect;
- follow the school rules, protocols and any instructions given by school staff;
- report anything that puts anyone on the site at risk to a member of staff;
- accept that they are responsible for their child's behaviour and safety, whilst the child is in their care, even when they are on the school premises.

#### **5. The type of behaviour that the School considers unacceptable**

Lordswood Girls School & Sixth Form will decide on a case by case basis whether a visitor's behaviour is unacceptable, but any behaviour that is deemed to adversely affect the safe and caring learning environment and/or puts the physical or emotional wellbeing of a student, member of staff, parent or other visitor at risk, is not acceptable behaviour on the school site.

This may include, but is not limited to:-

- disruptive behaviour;
- aggressive or threatening speech or behaviour e.g. by swearing, threatening or shouting at others, taking an aggressive stance, threatening to strike someone or assaulting another person;
- damaging school property;
- behaviour that could be considered racist, sexist, homophobic or similarly offensive in some other way;
- smoking, vaping or being under the influence of alcohol or drugs whilst on the school site;
- bringing animals on to our school site, other than guide dogs;
- being in possession of weapons of any kind;
- refusing to follow the reasonable instructions of our staff.

In addition, unacceptable behaviour also includes any communication with a member of the school's community that is malicious, threatening or abusive, including in person, over the telephone or in writing, e.g. by letter, email or any other electronic format, such as social media, regardless of whether it takes place on the school premises.

## **6. How the School will respond to behaviour that is unacceptable**

In most cases the school will attempt to informally remedy the situation by speaking with the individual concerned, privately. There may be no further action.

Where there is any dispute over what has occurred, or if the alleged incident is complex or serious, the school will conduct a formal investigation in order to establish the facts and determine what action should be taken, if any.

If the school decides that a visitor's behaviour has been unacceptable the school or, in some cases the School's legal advisors on the school's behalf, may decide to:-

- Informally, i.e. verbally, warn the visitor about their behaviour;
- Formally, i.e. in writing, warn the visitor about their behaviour;
- Ban the visitor from the premises for a specified period;
- Ban the visitor from the school premises, whilst a formal investigation into their behaviour takes place; or
- Report the behaviour to the Police.

Visitors will be entitled to make representations to the Academy Trust, in line with the Trust's complaints procedure, if they disagree with the decision reached by the school.

## **7. Questions and concerns about this Code**

The School is grateful for the support that it receives from visitors in maintaining its caring and safe learning and working environment, so any feedback that visitors or stakeholders may have about the content of this Code, is welcomed.

Please direct any feedback or questions about the Code to either the school office who will refer comments on to an appropriate member of staff or email

[lgs-enquiry@lordswoodtrust.co.uk](mailto:lgs-enquiry@lordswoodtrust.co.uk)

## APPENDIX

### Related non-statutory advice and guidance

- Department for Education (DfE) Advice on school security: Access to, and barring of individuals from, school premises - (for local authorities, school leaders and school staff) December 2012  
<https://www.gov.uk/government/publications/school-security>
- Equality Act 2010  
<https://www.gov.uk/guidance/equality-act-2010-guidance>
- DfE Best Practice Advice for School Complaints Procedures 2016 (for maintained schools, maintained nursery schools and local authorities) - January 2016  
<https://www.gov.uk/government/publications/school-complaints-procedures>
- S&GS Framework School Complaints Procedure (available to subscribing schools on request)
- National Association of Headteachers (NAHT) guidance for leaders in 'Managing Violent and Abusive Visitors to Schools' (June 2016)  
<https://www.naht.org.uk/advice-and-support/management/dealing-with-violent-and-abusive-visitors/>