

# Wootton Bassett Infants' School

## Code of Conduct

Updated: September 2017  
Review: September 2018

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We welcome visitors to our school and want to be an open and inviting community. For everyone's benefit, but especially the children, we have a code of behaviour that all adults must follow when on school premises. 'Premises' means the playgrounds as well as the school buildings.

We expect our children to be polite to each other and to visitors. Adults with a connection to the school must do the same. It should go without saying that unacceptable behaviour includes physical violence, threats of physical violence or intimidation of any kind, anywhere, including cyber-bullying. Where necessary, instances will be brought to the attention of the police immediately.

Unacceptable behaviour also means the use of swear words, whether to other adults or children. This means any child, including the parent or carer's own child. Swearing in the streets around the school is unacceptable if it can be heard within the school, or by any of our children outside the school.

If a parent or carer is unhappy at the way their child says they are being treated by other children, then as a first step they must talk to the class teacher. This is the best way to resolve a problem between children. If they still feel the matter has not been dealt with they should arrange to speak to the Headteacher. Parents and carers must not get into arguments with other adults about the behaviour of their children in school.

Any disagreement on school premises between adults, or adults and children, must be expressed in a way that is polite and good-natured. If it is not, it constitutes unacceptable behaviour.

On the rare occasion, when an incident of unacceptable behaviour occurs, the matter must be brought immediately to the attention of Headteacher or senior member of staff on duty. This will be done verbally in the first instance but must be followed up in writing within 24 hours.

The person whose behaviour has given cause for concern will be required to discuss the matter with the Headteacher. If the Headteacher decides it is necessary a verbal warning about future conduct will be given. This will be recorded on file, and will remain on file for as long as that person has children at the school.

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If a second incident occurs then after discussing the matter with the individual the Headteacher will issue a written warning to the individual concerned.

A third incident will result in the individual being banned from school premises for a fixed period of not more than six weeks, excluding school holidays. Any further incident involving them **will** lead to an indefinite ban.

In line with the Complaints Procedure, appeals against banning orders will be heard by a panel of three governors. An incident that is judged by the school to be sufficiently serious will result in an indefinite ban with no prior warning.

Victims of unacceptable behaviour will be kept fully informed of any action that the school takes at each stage.