



CORPUS CHRISTI

We are His body, living and learning as one.

PARENTAL CODE OF CONDUCT



Document Record	
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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 this code of conduct, no individual 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. We use the term 'parents and carers' to refer to:
 - anyone with parental responsibility for a pupil
 - anyone caring for a pupil, such as grandparents, other relatives, or childminders
- ii. Unless indicated otherwise, all references to "Governing Body" apply to the school's Local Governing Body
- iii. The policy aims to ensure that the following behaviours demonstrated by parents or carers will be dealt with by the Trust:
 - intimidation
 - disruptive behaviour
 - racist, homophobic or transphobic conduct
 - incitement of others
 - threats of physical injury
 - behaviour that may cause injury
 - misogyny or sexual harassment
- 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 believes it is important to:
 - work in partnership with parents and carers to support their child's learning
 - create a safe, respectful and inclusive environment for pupils, staff, and parents and carers
 - model appropriate behaviour for pupils at all times
- ii. To help us to do this, we set clear expectations and guidelines on behaviour for all members of our school community. This includes staff (through the Staff Code of Conduct) and pupils (through our individual school behaviour policies). This Parental Code of Conduct aims to help the school work together with parents and carers by setting guidelines on appropriate behaviour.
- iii. 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.
- iv. This policy should be read in conjunction with 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, and also specifies when a complaint becomes unreasonable, excessive or vexatious.
- v. 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
 - vi. all members of the school community have the right to expect that their privacy and personal data will be respected

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

5. Our expectations of parents and carers

- i. As a Trust, we expect parents, carers and other visitors to:
 - respect the ethos, vision and values of our school
 - work together with staff in the best interests of pupils
 - treat all members of the school community with respect, setting a good example with speech and behaviour
 - seek a peaceful solution to all issues
 - correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct
 - approach the right member of school staff to help resolve any issues of concern

6. Behaviour that will not be tolerated

- i. Examples of behaviour that will not be tolerated include, but are not limited to:
 - disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
 - swearing, or using offensive (including racist, homophobic, transphobic or sexist) language
 - displaying a temper, or shouting at members of staff, pupils or other parents

- threatening another member of the school community, including gesticulating or displaying body language in ways which could be considered threatening
 - sending abusive messages to another member of the school community, including via text, email or social media
 - posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms
 - use of physical punishment against your child
 - any aggressive behaviour (including verbally or in writing) towards another child or adult
 - inciting others to behave in an unacceptable, offensive, threatening or aggressive manner
 - disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
 - smoking or vaping on the school premises, grounds, sports fields, or any areas under the school's control
 - drinking alcohol on the school premises, grounds, sports fields, or any areas under the school's control (unless alcohol has been allowed at a specific event)
 - possessing or taking drugs (including legal highs) on the school premises, grounds, sports fields, or any areas under the school's control
 - appearing to be under the influence of alcohol or drugs on the school premises, grounds, sports fields, or any areas under the school's control
 - bringing dogs onto the school premises (other than assistance dogs)
- ii. The Trust reserves the right to cease corresponding with parents who submit unwarranted and unnecessary or excessive correspondence taking up undue teaching, administrative or leadership time.

7. Covert recording of staff and students

- i. All members of the school community have the right to expect that their privacy and personal data will be respected.
- ii. Covert recording of conversations, meetings or school activities inevitably has a detrimental impact on the relationship between schools and families, as school staff need to have the space to deal with sensitive and confidential issues without the fear that those conversations will be shared with third parties (including on social media) or taken out of context.
- iii. Recording conversations within a school setting without the explicit consent of all parties is not permitted. This is in line with the General Data Protection Regulation (GDPR), as incorporated into the Data Protection Act 2018.

These laws protect individuals' rights to privacy and control over their personal data, including audio recordings.

- iv. In accordance with our Complaints Policy, electronically recording a conversation or meeting without the prior consent of all participants is inappropriate and not allowed. The school reserves the right to refuse permission for a complainant to use a recording that has been obtained covertly in the complaints process, and in some cases, this may result in the complaint being disregarded.

8. Breaching the Parental Code of Conduct

- i. If the school suspects, or becomes aware, that a parent or carer has breached the Parental Code of Conduct, the school will gather information from those involved and speak to the parent about the incident.
- ii. The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the Parental Code of Conduct rests with the Headteacher.
- iii. Depending on the nature of the incident, the school may do one or more of the following:
 - invite the parent into school to meet with the Headteacher or a senior member of staff to:
 - let them know their behaviour is unacceptable
 - discuss the Parental Code of Conduct or other school policies as appropriate
 - remind them that any further instances will result in further action
 - issue a verbal warning, if deemed appropriate
 - send a warning letter to the parent or carer which will set out the school's expectations of behaviour and explain potential consequences if their inappropriate behaviour continues
 - contact the appropriate authorities (in cases of criminal behaviour)
 - seek advice or support from the Trust's legal or HR team regarding further action (in cases of conduct that may be libellous, slanderous or particularly serious)
 - ban the parent from the school site if the school believes that the abusive, aggressive or insulting behaviour or language is a risk to staff, pupils or any member of the school community. This is explained in more detail below.

9. Legal sanctions

- i. If a parent or carer breaches the expected standard of behaviour as set out in the Parental Code of Conduct despite warnings, or commits a serious breach of the Parental Code of Conduct, the Trust may consider the following sanctions:

ii. Ban from the school premises

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.

The Headteacher will consult the Chair of Governors before banning a parent from the school site.

A ban would mean that the parent or carer would not be allowed onto school premises for any purposes, including dropping off or picking up children at the start or end of the school day, or attending sports events or other events and celebrations in school, such as assemblies or school plays. Alternative arrangements would be made for parents' evenings.

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 of the Education Act 1996, and the parent or carer could be removed from the premises by the police or an authorised member of staff.

iii. An injunction under the Protection from Harassment Act 1997

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

iv. Criminal Behaviour Order (CBO)

The Trust may seek a Criminal Behaviour Order (CBO) following a conviction for any criminal offence in the crown court, magistrates' court or youth court. The court will have the ability to grant a CBO which would prohibit the parent or carer from pursuing a certain course of action likely to cause harassment, alarm or distress.

10. 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.

11. Monitoring

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

12. 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.