



AL-FURQAN PRIMARY **SCHOOL**

VISITORS CODE OF CONDUCT **POLICY**

Review Date		
Date agreed by IEB		
Chair of IEB	Signed:	Date:
Head Teacher	Signed:	Date:

Al Furqan Primary is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

1. Introduction

We are a good and effective school that has built up a culture of respect and positive values over the years. We have decided to adopt this Code of Conduct for Visitors as we believe pupils learn best in a safe and supportive environment based on respect and trust and underpinned by an effective partnership between parents, staff and the school community.

This 'Code of Conduct for Visitors' has been adopted and agreed by the school's governing body. It provides a reminder to all parents, carers and visitors to our school about the conduct expected of them. It sets out both what they should aim to do, and conduct which will not be tolerated. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

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 pupils and staff in order to make this school a safe place to learn, work and visit.

3. Our ethos and values

Al-Furqan Primary School's ethos.

Al-Furqan's ethos is realised through daily action rather than by discussion alone. It is in this day to day living that the value system of Al-Furqan will become apparent. However, its development has to be promoted and encouraged by practical means, since it rarely emerges by accident or by choice. It is therefore the responsibility of every member of the Al-Furqan community to contribute to the creation and implementation of its declared ethos.

The environment in which Al-Furqan community lives and learns makes non-verbal statements about the ethos, its values and priorities.

These are widened by such things as the atmosphere of welcome (including the quality of display), the visible care, concern and respect for people, for example quality of reception, the way staff and people address visitors and each other, care pupils display towards their own and other people's possessions, respect towards each other, movement around the school. Other evidence of personal relationships is:-

The expectations which teachers have of pupils and pupils have of themselves.

The quality of welfare and expectations placed upon people.

The just and equitable nature of arrangements for all pupils.

The concern to develop responsibility, initiative and pride in one's work and the work of the school.

The loyalty and commitment to the values encouraged by the school.

The consistency with which those values are pursued by staff and pupils.

The range and quality of activities designed to promote personal development.

Al-Furqan Primary School promotes the values of:-

- Equality amongst all races and cultures.

- Respect for all faiths.
- Care for oneself, all people, animals, other living things, environment, own property and other people's property.
- Being mindful of our accountability to Allah (s.w.t) at all times.
- Aspire to reach our full potential at all times and in all aspects of our lives.
- At Al-Furqan we believe that these values form the foundation of the five pillars of Islam upon which the Islamic Belief stands.

4. What you can expect of us, and what we expect of you

The School and its staff will:

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

All visitors to our school, and interacting with our pupils and staff, are expected to behave calmly, politely and respectfully.

This means that visitors must:

- *treat our school population, environment and property with respect;*
- *follow our school rules, protocols and any instructions given by school staff;*
- *report anything that puts anyone on our site at risk to a member of our 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 our school premises.*

5. The type of behaviour that the School considers unacceptable

Our School will decide on a case by case basis whether a visitor's behaviour is unacceptable, but any behaviour that we believe adversely affects our safe and caring learning environment and/or puts the physical or emotional wellbeing of a pupil, member of staff, parent or other visitor at risk, is not acceptable behaviour on our 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 our schoolsite;*
- *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 our 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 Local Authority 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 governing board, in line with the school'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 you may have about the content of this Code, is welcomed.

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