



Aiming for Excellence

Manorbrook Primary School

Expectations for the Conduct of Visitors

January 2024 edition

In line with our core value of Respect, all parents and other visitors will always be warmly welcomed into the school. However, in order to ensure Manorbrook is a safe and pleasant place to learn and work, visitors to the school are expected to act in the following ways:

- Conduct themselves with courtesy, care and kindness to all other site users at all times;
- Ensure their behaviour or communication is not reasonably perceived to be discriminatory, abusive, threatening or violent by any other site user, at any time;
 - This applies to all forms of communication, e.g. in person (*face to face*); online (*including any form of social media*); via telephone; in writing, (including email).

Whilst on the school site, visitors must not:

- Swear or use offensive language
- Smoke or vape
- Be under the influence of alcohol or illegal drugs
- Use bicycles, scooters, skates or other wheeled modes of travel
- Bring dogs in on foot unless they are specifically required for a disability, or therapy work, or being used as a school dog for pupil interaction

We hugely value the fact that the vast majority of parents, carers and visitors to Manorbrook always behave kindly and respectfully, working together with us for the good of the children.

However, if any visitor displays abusive, threatening, violent or discriminatory behaviour towards any pupil, member of staff, governor or volunteer, at any time, either on-site, off-site or online, we will respond robustly, acting in line with current guidance, [Controlling access to school premises - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/controlling-access-to-school-premises) which includes the following direction:

“Schools can bar someone from the premises if they feel that their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It is enough for a member of staff or a pupil to feel threatened to undertake a ban.”

Review Frequency	Three Years
Reviewed by	Full Governing Board
Latest version	January 2024
Approved by	Full Governing Board
Next review due	January 2027