



Handsworth Wood Girls' Academy

Code of Conduct for Visitors

October 2017

Code of Conduct for Visitors

1. Introduction

A Handsworth Wood Girls' Academy, we have built up a culture of respect and positive values over many years. Ofsted judged the academy as outstanding in May 2014: "Students thrive because the academy is a very caring, inclusive community with excellent support systems. Students say they feel safe." We have decided to adopt this Code of Conduct for Visitors following consultation with parents, staff and students in order to help us further our aim to provide an exemplary education and learning environment for each student, based on their needs, in which everyone aims to treat each other with kindness and courtesy.

2. Purpose

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

3. Our ethos and values

- Our diversity and the diversity of our city of Birmingham.
 - Diversity is the essence of the richness of our academy, community and city. Being part of a diverse community gives us advantages in terms of our world view and our understanding of people. It is the basis of community and social cohesion. Understanding our diverse city gives us the confidence to be well-informed global citizens.
- Learning for life and for academic achievement.
 - Inspiring enquiry, creativity and an aspiration for excellence in every member of our community
 - Learning gives us interests and passions to last a lifetime and it allows us to be creative and joyful. It opens the door to a career and future prosperity.
- Aspiration, high expectations and hard work.
 - These things mean we can meet our potential as learners and feel fulfilled. They help us to be self-disciplined, independent and self-confident.
- Respect, courtesy and kindness.
 - These things give us a happy, harmonious and safe environment
- Support to enable resilience and empowerment.
 - These things enable us to be independent and to face the challenges of the 21st century

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

The academy and its staff will:

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

All visitors to our academy, and interacting with our academy's and staff, are expected to behave calmly, politely and respectfully. This means that visitors must:

- treat our academy population, environment and property with respect;
- follow our academy rules, protocols and any instructions given by academy 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 academy premises.

5. The type of behaviour that the academy considers unacceptable

Our academy 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 student, member of staff, parent or other visitor at risk, is not acceptable behaviour on our academy 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 academy 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 academy site;
- bringing animals on to our academy 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 academy'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 academy's premises.

6. How the academy will respond to behaviour that is unacceptable

In most cases the academy 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 academy will conduct a formal investigation in order to establish the facts and determine what action should be taken, if any.

If the academy decides that a visitor's behaviour has been unacceptable the academy 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 academy 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 academy's Complaints Procedure, if they disagree with the decision reached by the academy's. This can be found on the website www.hwga.org.uk under "Policies."

7. Questions and concerns about this Code

The academy 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 academy's office who will refer your comments on to an appropriate member of staff.

Policy signed off by: Mike Ewins

Vice Chair of Governors

Date: 9 October 2017

Review date for school policy: October 2020

Person responsible for policy: Headteacher