

Respectful Communication Code

The Edith Borthwick School



Approved by:	Stephanie Taylor
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1. Purpose and scope

At The Edith Borthwick School we believe it's important to:

- › Work in partnership to support children's learning
- › Create a safe, respectful and inclusive environment for learners, staff and parents
- › Model appropriate, prosocial behaviour for our learners at all times
- › Work together to get the best outcomes for our learners.
- › Communicate openly and respectfully if and when there are challenges or problems.

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and pupils (through our behaviour policy).

2. Our expectations of the school community

We expect everyone in our school community to:

- › Respect the ethos, vision and values of our school
- › Work together in the best interests of our pupils
- › Treat all members of the school community with respect – setting a good example with language and behaviour
- › Raise concerns as soon as possible in a calm and respectful manner
- › Seek a peaceful solution to all issues
- › Approach the right member of school staff to help resolve any issues of concern

3. Whilst we are confident that all individuals will work in respectful partnership with each other, it is important to be clear that certain behaviours will not be tolerated. These include:

- › Disrupting, or threatening to disrupt, school operations and events
- › Swearing, or using criminal or offensive language (including sexist, racist, homophobic, ageist or personal slurs)
- › Disrespectful body language, e.g. turning your back, dismissing, eye rolling, tutting
- › Displaying a temper, or raising your voice/using an aggressive or derogatory tone towards members of staff, pupils or other parents
- › Threatening or intimidating another member of the school community
- › Talking disrespectfully about other members of the school community
- › Conducting challenging conversations in front of learners

- Sending abusive messages to or about 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 any child
- Any aggressive behaviour (including verbally or in writing) towards a child or adult
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- Smoking or being under the influence of alcohol or drugs on the school premises (unless alcohol has been allowed at a specific event)

If any of these behaviours are seen or experienced, it is expected that the aggrieved party will name the behaviour they are seeing and terminate the interaction respectfully, e.g 'we need to pause this conversation as you are raising your voice and using disrespectful words'

4. Breaching the respectful communication code

If the school suspects, or becomes aware, that a member of the school community has breached the respectful communication code, the school will gather information from those involved and speak to the individual about the incident.

Depending on the nature of the incident, the school may then:

- Discuss the situation with the individual
- Invite the individual to meet with a senior member of staff or the headteacher
- Send a warning letter to the individual
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from the local authority's legal team regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the individual from the school site (parents/visitors) or proceed with disciplinary processes (staff)

Our aim is always to find a peaceful and acceptable solution to all issues and disagreements.

The school will always respond to an incident in a proportional way.

The final decision for how to respond to breaches of the respectful communication code rests with the headteacher.

The headteacher will consult the chair of governors before banning a parent or visitor from the school site.