



Code of Conduct

for Parents, Carers and Visitors

Policy Originator	Darren May, Head Teacher
Proprietorial Body	Mr P. Acharya, Chair
Date Approved	February 2026
Review Date	February 2028
Version	2026 (supersedes 2024 edition)
Statutory Basis	Education Act 2002, Online Safety Act 2023, KCSIE 2025

Contents

1. Purpose and Scope
2. Our Expectations of Parents and Carers
3. Behaviour That Will Not Be Tolerated
4. Digital and Social Media Conduct
 5. Photography and Filming
 6. Safeguarding
 7. Parking and Road Safety
8. Breaching the Code of Conduct
 9. Resolution of Concerns
 10. Related Policies

Foreword from the Head Teacher

At Vita et Pax, our Catholic ethos places the wellbeing and dignity of every child at the heart of all we do. This Code of Conduct reflects our shared commitment to creating a school community built on mutual respect, trust, and open communication. I ask all parents and carers to read this document carefully and to model the values we work so hard to instil in our pupils.

— Darren May, Head Teacher

1. Purpose and Scope

At Vita et Pax Preparatory School, we believe it is important to work in partnership with parents to support their child's learning, create a safe, respectful and inclusive environment for pupils, staff and parents, and model appropriate behaviour for our pupils at all times.

To help us achieve this, we set clear expectations and guidelines on behaviour for all members of our community. This code of conduct aims to help the school work together with parents by setting guidelines on appropriate behaviour.

We use the term 'parents' to refer to anyone with parental responsibility for a pupil, and anyone caring for a child (such as grandparents or child-minders).

This policy should be read in conjunction with Keeping Children Safe in Education (2025), the Online Safety Act 2023, and the UK General Data Protection Regulation (UK GDPR). It applies to conduct both on and off school premises where it affects the school community.

2. Our Expectations of Parents and Carers

We expect parents, carers and other visitors to:

- Respect the Catholic ethos, vision and values of our school
- Work together with staff in the best interests of our 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
- Refrain from approaching another parent about an incident involving their child — allow the school to investigate and respond

3. Behaviour That Will Not Be Tolerated

The following behaviour is unacceptable and will not be tolerated:

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- Swearing, or using offensive language
- Displaying a temper, or shouting at members of staff, pupils or other parents
- Threatening another member of the school community
- 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 or public forums
- Use of physical punishment against your child while on school premises
- Any aggressive behaviour (including verbally or in writing) towards another child or adult
- Disciplining another person's child — please bring any behaviour incidents to a member of staff's attention
- Smoking, vaping, or drinking alcohol on the school premises (unless alcohol has been provided at a specific

school event)

- Possessing or taking drugs (including legal highs) on school premises
- Bringing dogs onto the school premises (other than guide dogs)
- Sending incessant messages of a non-urgent nature (not allowing appropriate time for a response)

4. Digital and Social Media Conduct

The school recognises that digital communication is an important part of modern life. We ask all parents to exercise the same standards of courtesy, respect and responsibility online as they would in person. This section reflects guidance in the Online Safety Act 2023 and Keeping Children Safe in Education (2025).

4.1 Parent WhatsApp and Messaging Groups

Class WhatsApp groups and similar messaging platforms can be a useful way for parents to stay connected and share information. To ensure these groups remain positive and respectful spaces for all members, we ask all parents to follow the guidance below.

Purpose

- To share general class information, reminders, and social arrangements between parents
- The group is run by parents, for parents, and is not an official school communication channel
- For matters requiring a response from the school, please contact the school directly via email (info@vitaetpax.co.uk) or phone (020 8449 8336)

Acceptable Use

- Keep messages relevant, polite, and considerate of all members
- Do not share personal information about children (other than your own) without explicit consent from their parent or guardian
- Do not post photographs of other children without the express permission of their parents
- Treat all members of the group with respect at all times
- Avoid sharing unverified information, rumours, or hearsay
- Be mindful that tone can be misinterpreted in text — read messages charitably and clarify before reacting

What These Groups Must NOT Be Used For

- Raising complaints or concerns about school staff, other children, or other parents — these should always be raised directly with the school in accordance with our Complaints Procedure
- Arranging or discussing matters that could be hurtful or exclusionary to other families
- Sharing confidential or sensitive school communications
- Any form of bullying, harassment, or discriminatory language
- Canvassing opinion against a school decision — individual concerns should be raised privately with the school

Group Administration

- The group should be administered by a parent volunteer who agrees to moderate in line with this guidance
- Any member behaving contrary to this guidance should be reminded of it; persistent breaches may result in removal from the group
- If a concern arises from the group that relates to the school, safeguarding, or another pupil's welfare, this must be reported to the school's Designated Safeguarding Lead immediately

4.2 Social Media

Parents and carers must not post defamatory, offensive or derogatory comments about the school, its staff, pupils or any member of its community on social media platforms including but not limited to Facebook, Instagram, X (formerly Twitter), TikTok, or any public forum.

If you have a concern or complaint, we encourage you to raise it directly with the school through our Complaints Procedure so that it can be addressed properly and fairly.

4.3 Communication with Staff

Parents must not contact members of staff via personal social media accounts, personal phone numbers, or direct messages on any platform. All communication with staff should be through the school office, the school's published email addresses, or the school's official communication channels.

Staff are not expected to respond to parents outside of school hours. The school office is available from 8:00am to 4:30pm during term time.

See also: Complaints Procedure • Anti-Bullying Policy • Data Protection Policy

5. Photography and Filming

We understand that parents wish to capture special moments at school events. However, we have a duty to protect the privacy and safety of all children under the UK GDPR and the Data Protection Act 2018.

- Photographs and videos taken at school events are for personal, domestic use only and must not be published on social media, shared in group chats, or distributed publicly without the school's express permission
- Images that include other people's children must not be shared online under any circumstances without the express consent of those children's parents
- The school will inform parents in advance where photography or filming is not permitted (for example, where a child's identity is protected)
- Professional photographers or press may only attend school events with the prior written consent of the Head Teacher

See also: Data Protection Policy • Image Consent Policy

6. Safeguarding

IMPORTANT: Safeguarding is everyone's responsibility

The welfare of all children is paramount. If you become aware of any concern about a child's safety or wellbeing — whether through a parent group, social media, or any other context — please contact the school's Designated Safeguarding Lead without delay.

You can contact the school office on 020 8449 8336 or email info@vitaetpax.co.uk. In an emergency, contact the police on 999 or the NSPCC Helpline on 0808 800 5000.

This duty applies to information shared in WhatsApp groups, on social media, overheard in conversation, or observed at school events. If in doubt, report it — the school would always rather receive a concern that turns out to be unfounded than miss one that is genuine.

See also: Child Protection & Safeguarding Policy • Keeping Children Safe in Education 2025

7. Parking and Road Safety

We expect our parents, carers and visitors to keep our children safe by adhering to the school's request to not drive down Priory Close or park outside the school gates during morning and afternoon collections.

- Free parking is available in the Church Car Park and on Green Road
- Please do not block residents' driveways or double-park on the surrounding roads
- Please switch off engines while waiting — idling vehicles affect air quality for our pupils
- Children should be supervised at all times in the car park area

8. Breaching the Code of Conduct

If the school suspects, or becomes aware, that a parent has breached this code of conduct, the school will gather information from those involved and speak to the parent about the incident.

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

- Send a formal warning letter to the parent
- Invite the parent into school to meet with a senior member of staff or the Head Teacher
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek legal advice regarding further action (in cases of conduct that may be libellous or slanderous)
- Issue a temporary or permanent ban from the school site

The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the Head Teacher. The Head Teacher will consult the Chair of the Proprietorial Body before banning a parent from the school site.

In serious cases, the school reserves the right to report conduct to the police, social services, or other relevant authorities.

9. Resolution of Concerns

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. However, we understand that everyday misunderstandings can cause frustrations and have a negative impact on our relationships.

Where issues arise or misconceptions take place, please contact your child's teacher or the Head Teacher, who will be available to meet with you and discuss the matter. Where issues remain unresolved, please follow the school's formal Complaints Procedure, which is available on the school website at www.vitaetpax.co.uk/policies or from the school office.

10. Related Policies

This code of conduct should be read alongside the following school policies:

- Child Protection and Safeguarding Policy
- Anti-Bullying Policy (including cyber-bullying)
- Complaints Procedure

- Data Protection Policy and Privacy Notice
- Behaviour and Discipline Policy
- IT Acceptable Use Policy
- Equal Opportunities Policy

All policies are available on the school website at www.vitaetpax.co.uk/policies or upon request from the school office.

Authorised by:

Mr Darren May, Head Teacher

Mr P. Acharya, Chair of Proprietorial Body

Approved February 2026 | Next review: February 2028