

Castle Donington College



Expectations and Conduct of Visiting Adults Policy statement and implementation protocols

Date to be Reviewed	Autumn Term 2026
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The College follows Guidance and Advice given by the Government when writing policies and protocols; in light of this, changes may need to be made after the adoption of this policy and prior to the review date.

1. Policy statement, purpose and scope

At Castle Donington College, we understand the college sits at the heart of a unique community and we know how important it is for us to work positively and professionally with every member of that community. We seek to work closely with parents and carers so that they can help us to support education and learning and so that, together, we can create a safe and respectful environment within our college.

We also believe it is vital that, as adults, we collectively model the kind of behaviour we wish to see from our pupils on a daily basis. Although parents and carers are the adults with whom we work the most regularly, we believe the same approach should apply to any adult who is a part of the college community, including those who visit us or work with us on a voluntary basis.

For the avoidance of doubt, therefore, this document applies not only to parents and carers, but also to any other adult with whom we may interact at any time.

We expect all adults to model the behaviour and conduct that we expect of our pupils. Specifically, this includes:

- respecting and supporting the ethos, vision and values of Castle Donington College
- working positively and productively together with colleagues in the best interests of our pupils
- maintaining open channels of communication, meeting deadlines and acting with integrity
- seeking to resolve any issues or concerns peacefully and informally wherever possible
- supporting measures taken to correct the behaviour of a parent or carer's own child in line with the college's behaviour policy
- treating all members of the college community with respect and courtesy at all times
- setting a good example to our pupils with regard to speech, written communication and personal conduct.

2. Expectations of the conduct and behaviour of adults

It is not possible to provide an exhaustive list of the kinds of conduct or behaviour that are not acceptable, but examples would include:

- disrupting, or threatening to disrupt the operation of the college or any event associated with it (such as a sporting fixture)
- swearing or using offensive language
- behaving in a manner which could be perceived as intimidatory
- displaying a temper, shouting at, threatening or entering into physical contact with others
- smoking, drinking alcohol, taking or being under the influence of drugs on college premises
- sending or sharing abusive, threatening, inaccurate or vexatious messages (including via email, text or social media)
- posting defamatory, offensive or derogatory comments on social media platforms
- placing unreasonable demands upon others (for example, that they respond immediately)

to messages, or are seen immediately without a pre-arranged appointment)

- making allegations that turn out to be unfounded, vexatious or malicious
- calling into question the character, or the personal or professional integrity of others.

3. The actions we may take in response to unacceptable behaviour

Our first priority will always be to ensure the safety of those who are witness to or are on the receiving end of inappropriate behaviour.

The Department for Education has written guidance on controlling access to college premises (2018), which can be read here: [Controlling access to college premises - GOV.UK](#)

We support all colleagues to seek to de-escalate situations and to take such action as they deem necessary to ensure that people are safe.

We will always make a record of poor conduct and keep it in line with our policy on data protection. Such a record will be used by the Principal or the governing body to determine the level of risk posed by the behaviour and then to establish what an appropriate action might be.

The possible actions may include any or all of the following, and the order of this list does not imply that one thing must be done before another.

Anyone displaying inappropriate behaviour should assume that all these options are open to the college and that any recurrence of the poor behaviour is likely to lead us to take additional actions:

1. We may take the opportunity to reiterate our expectations about behaviour and conduct, either verbally or in writing, either immediately or after a period of reflection; we will also seek to explain how, in our view, the behaviour displayed did not meet the expectations of this document.
2. We may invite the adult concerned to attend an informal meeting to discuss the matter, to reset expectations and to agree on ways in which the relationship might move forward – in such a case, care will be taken to ensure the safety of those present and it is likely that the meeting will be followed up with a short letter or email outlining what was agreed.
3. We may impose conditions on the adult's future contact with other members of the college community by, for example
 - a. restricting the adult's ability to communicate other than with a named senior member of staff and instructing other colleagues not to respond to communications, either by telephone or in writing
 - b. insisting that the adult is accompanied to meetings by a senior member of staff
 - c. otherwise restricting the occasions where the adult is permitted to be on the college site
 - d. imposing any other restriction that the Principal or governing body deems appropriate.
4. We may ban the adult from being on any part of the college premises – this will usually only be done in response to a serious act of violence or to an adult's persistent refusal to moderate their inappropriate behaviour and the letter informing an adult of this action will make it clear that any act of trespass will result in the adult's enforced removal from the college site.

5. We may involve the police or other appropriate authority and reserve the right to pursue legal proceedings in relevant circumstances (including, for example, where a ban has been imposed and the adult continues to access the site).

Although our college fulfils a public function, both the college site and its communication networks are, in fact, private spaces.

We have the right to define how parents, carers and other adults may exercise their implied licence to access these spaces and we must do so in order to exercise our duty to keep pupils safe and our obligations to colleagues as an employer.

In deciding upon the action(s) to be taken, the college Principal or governing body will form a balanced and professional view in regard to all these obligations.

In the case of (3) to (5) above, we will always set out the decision in writing and provide a date on which the action will be reviewed, which will usually be no less than one full term after it was imposed. The decision on whether to end the action lies with the person who imposed it (or a more senior colleague) and will be informed by a further assessment of the risk that inappropriate behaviour will reoccur.

Any parent or carer who feels that they have been unfairly or inappropriately treated in regard to their conduct or behaviour may register their concern using our complaints procedure.



CASTLE DONINGTON COLLEGE

NOTICE TO PARENTS, CARERS AND VISITORS

We would like to remind all parents, carers and visitors that inappropriate language, threats, or acts of aggression towards staff will not be tolerated on these premises.

Anyone behaving in such a way will be asked to leave and may be prevented from accessing the college site and / or reported to the police.

Thank you