

# Christ Church (Brondesbury) CE Primary School

## Expected Behaviours for School-based Meetings



|   |                            |
|---|----------------------------|
| <b>Responsible Governors' Committee</b> | <b>Full Governing Body</b> |
| <b>Date approved</b>                    | February 2026              |
| <b>Date of next review</b>              | Spring 2027                |
| <b>Signature</b>                        |                            |

# Christ Church (Brondesbury) CE Primary School

## School Vision

Christ Church (Brondesbury) CE Primary School is a vibrant, welcoming and inclusive school at the centre of our diverse local community. We are perceived as a "family" by all who know us.

As a Christian school, we encourage everyone to be their best and to grow in God's creation. We provide a supportive, safe, respectful and reflective environment in which all flourish irrespective of their culture and belief.

We provide the highest standard of learning for all of our community and encourage them to pursue aspirational goals.

The school's vision is deeply rooted within the scripture passage:

### **2 Corinthians 8:7**

*"But as you excel in everything—in faith, in speech, in knowledge, and in all eagerness and in the love from us that is in you—make sure that you excel in this act of kindness too."*

Our vision is embedded within the Christian values of:

**Compassion, Respect, Friendship, Forgiveness, Perseverance, Wisdom.**

Our vision is expressed by all as "**Going for GOLD with faith**".

This is explained and explored below:

| Vision                          | Demonstrated as   |
|---------------------------------|---|
| Give learning your best         | <ul style="list-style-type: none"><li>• Try your best at everything</li><li>• Follow the "give me five" rules</li></ul>                           |
| Own your choices                | <ul style="list-style-type: none"><li>• Be respectful and polite</li><li>• Be honest and take responsibility for your words and actions</li></ul> |
| Love yourself, as God loves you | <ul style="list-style-type: none"><li>• Love yourself, for you are special</li><li>• Love your neighbours with all your heart</li></ul>           |
| Dream big, work hard and pray   | <ul style="list-style-type: none"><li>• Aim high</li><li>• Always be ready to learn</li><li>• With prayer, everything is possible</li></ul>       |

This policy reflects and supports our school vision in that through our handling of meetings at Christ Church we strive to "...provide a supportive, safe, respectful and reflective environment in which all flourish". This is echoed in our Bible passage as we excel in our acts of love and kindness and in our Going for GOLD with faith statement as we love our ourselves and our neighbours as God loves us.

This policy and the expectations set out therein apply to all meetings in school, including panel hearings for complaints and disciplinary hearings. It is intended to be read on line with the relevant policies for proceedings.

## **1 - Expected behaviours**

All adults participating in school-based meetings are expected to:

### **Reflecting Christian Values**

- **Show respect and compassion** to all participants, treating others as you would wish to be treated
- **Demonstrate patience and understanding**, recognising that these situations can be emotionally challenging
- **Speak truthfully and honestly**, maintaining integrity throughout the process
- **Listen actively** to others' perspectives with an open heart and mind
- **Show forgiveness and grace** where appropriate, whilst maintaining accountability
- **Act with humility**, acknowledging that all parties deserve dignity regardless of the circumstances
- **Seek reconciliation** where possible, whilst ensuring justice and fairness

### **Professional Conduct**

- Arrive on time and remain for the duration of the hearing unless otherwise agreed
- Allow all parties to make representations or share information without interruption
- Maintain confidentiality about all matters discussed
- Keep discussions confidential to protect the privacy of those involved
- Address all participants respectfully, avoiding personal attacks or derogatory language
- Focus on facts and evidence rather than assumptions or hearsay
- Follow the agreed procedure and respect the chair's guidance
- Switch off or silence mobile phones and other electronic devices
- Dress appropriately for a formal meeting

### **Communication Standards**

- Use calm, measured language even when discussing difficult matters
- Avoid raising your voice, shouting, or using aggressive tones
- Allow others to finish speaking before responding
- Ask questions respectfully and constructively
- Question other parties appropriately when given the opportunity
- Refrain from making threats, whether explicit or implied

### **Equality and Protected Characteristics**

- Not discriminate against any participant because of their sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation
- Avoid making assumptions based on protected characteristics
- Use appropriate and inclusive language

- Respect reasonable adjustments made for participants with disabilities or special educational needs
- Challenge discriminatory comments or behaviour if they occur

## 2 - Behaviours that may result in the meeting being paused

The chair may pause proceedings temporarily if a participant:

- Becomes visibly distressed and needs time to compose themselves
- Requires a comfort break
- Needs clarification on procedures or questions
- Requests time to consult with their companion or representative
- Becomes upset or angry when discussing the situation (breaks may be taken if necessary)
- Speaks over others repeatedly despite requests to stop
- Uses mildly inappropriate language (first warning)

**Action:** The chair will call a short break (typically 5-10 minutes) and may remind participants of expected behaviours before resuming.

## 3 - Behaviours that may result in the meeting being postponed

The hearing may be postponed to another date if:

- A participant becomes too distressed to continue effectively
- Technical difficulties prevent a remote hearing from being conducted fairly and transparently
- New significant evidence is presented that requires time to review
- A participant's behaviour has required multiple pauses and it's clear they cannot continue appropriately
- There are concerns about a participant's wellbeing that make it inappropriate to continue
- Essential participants are unable to attend due to unforeseen circumstances

**Action:** The hearing will be rescheduled, and all parties will be notified in writing of the new date and any additional expectations.

## 4 - Behaviours that will result in a verbal warning

A participant will receive an immediate verbal warning from the chair if they:

- Interrupt others repeatedly
- Use dismissive or condescending language
- Make inappropriate comments about another person's appearance, background, or protected characteristics
- Refuse to follow the chair's reasonable instructions
- Use their mobile phone during the hearing without permission
- Attempt to intimidate another participant through body language or positioning
- Make veiled threats or use passive-aggressive language
- Raise their voice inappropriately

**Action:** The chair will clearly state that the behaviour is unacceptable, remind the participant of expected standards, and warn that further incidents may result in written warning or removal.

## 5 - Behaviours that will result in a written warning

A written warning will be issued (and recorded in the minutes) if a participant:

- Continues inappropriate behaviour after receiving a verbal warning
- Uses offensive, abusive, or discriminatory language
- Makes direct accusations of dishonesty without evidence
- Deliberately attempts to disrupt the proceedings
- Shows aggressive body language (pointing, standing over others, invading personal space)
- Records the meeting without consent from all parties
- Behaves aggressively or with other unacceptable conduct
- Refuses to comply with reasonable adjustments made for other participants

**Action:** The written warning will be read aloud, recorded in the minutes, and the participant will be informed that any further inappropriate behaviour will result in their removal from the hearing.

## 6 - Behaviours that will result in removal from the meeting / banning from site

A participant will be immediately removed from the hearing and may be banned from the school site if they:

- Act in an abusive or threatening way (which is a criminal offence under section 547 of the Education Act 1996)
- Use physical violence or make physical threats toward any participant
- Continue aggressive or abusive behaviour after receiving a written warning
- Make serious threats of harm to any person
- Engage in behaviour that makes others feel unsafe
- Place staff, pupils or Governors in upsetting or dangerous situations
- Deliberately damage school property
- Refuse to leave when asked to do so by the chair
- Are under the influence of alcohol or illegal substances

**Action:**

- The hearing will be stopped immediately
- The individual can be legally removed from school premises
- The police may be called if there are concerns about safety or criminal behaviour
- A decision will be made by the headteacher and chair of governors about whether to ban the individual from the school site
- The school may restrict the individual to a single point of contact via email and set a fixed number of times they can contact the school per term
- Any ban will be confirmed in writing, explaining the reasons and duration
- The complaint or disciplinary matter will be considered in the individual's absence, with their written representations taken into account

## 7 - Support and Reasonable Adjustments

The school will make reasonable adjustments for participants who have learning difficulties, disabilities, or speak English as an additional language. This may include:

- Providing documents in accessible formats
- Allowing additional time for responses
- Permitting a support person to attend
- Allowing a friend or representative to make statements or ask questions on behalf of a participant  
The Key Leaders
- Arranging for interpretation services
- Holding meetings in accessible locations
- Facilitating remote attendance where requested or where circumstances require it

## 8 - Christian Values in practice

Throughout all proceedings, we will seek to embody our Christian values by:

- **Compassion:** Understanding that all parties may be experiencing difficulty
- **Justice:** Ensuring fair processes and outcomes
- **Forgiveness:** Being willing to move forward constructively where appropriate
- **Truth:** Maintaining honesty and integrity
- **Respect:** Honouring the dignity of every person
- **Hope:** Working toward positive resolutions and restoration of relationships where possible

## 9 – Recording and follow-up

All incidents of inappropriate behaviour will be recorded and kept confidential, stored securely in line with data protection practices. Staff affected by complaints will be offered appropriate pastoral support.

This framework ensures that hearings are conducted in a manner that reflects both our Christian ethos and our legal obligations under the Equality Act 2010, creating an environment where all participants are treated with dignity and respect whilst maintaining appropriate boundaries and consequences for unacceptable behaviour.