



Code of Conduct for Parents and Children at Brighton Evolving Education Hub

At Brighton Evolving Education Hub (Beehub) we are committed to fostering a safe, inclusive, and respectful environment where children can engage, learn, and grow together, with the support of their parents. This Code of Conduct outlines the expectations we have for everyone's behaviour and conduct to ensure a positive and enriching experience for all.

Respectful Behaviour

We value kindness and respect towards one another. Treat fellow participants, staff, and volunteers with consideration and dignity. Avoid using offensive language, derogatory comments, or any behaviour that could harm the well-being of others.

Children are expected to participate in the sessions as fully as they can. Working in partnership with parents, we aim to manage behaviour using clear, consistent, and positive strategies, and with adults modelling positive behaviour. The child's behaviour should not be to the detriment of the other children's experience or create a risk to the safety of themselves, other children, or staff. Pupils engaging in disruptive or dangerous behaviour will be asked to leave and their parents called to come and collect them.

Communication

Open and effective communication is vital. We wish to encourage honest and respectful discussions. If you have concerns or conflicts, we encourage you to arrange to speak to our staff to address them constructively.

Inclusivity

We celebrate diversity and embrace inclusivity. Every individual, regardless of race, ethnicity, gender, religion, or background, is welcomed and valued. Discrimination and exclusion have no place in our community.

Safety and Security

Please adhere to all safety guidelines and rules provided by Beehub. If you encounter any unsafe situations or have concerns, promptly inform the appropriate personnel.

The well-being of children in our care is our paramount concern. Ruth Lovegrove is our Designated Safeguarding Lead (DSL). Our safeguarding policy will be always adhered to. This is available on our website.

Attendance

Please respect the schedules of activities by arriving on time. Please drop off your child at **9am** from the side entrance to The One Church, Florence Road (side door on South Down Avenue). Staff will greet your child and register them including their arrival time). If unforeseen circumstances cause a delay, please inform us as soon as possible on the telephone number provided (07376 736492).

Lateness can cause a disruption to the rhythm of the morning and can impact the whole group. Please try to arrive on time so we can settle the group appropriately. As part of our safeguarding approach, the door to Beehub will be locked at 9.10am. If you know you will be arriving after this time, please inform staff ahead of time so they can be prepared to meet you. In the case of persistent lateness, Beehub staff would hold a conversation with parents to see how they could support the issue but please be aware that the place for the child may no longer be available.

Please collect your child from the side entrance promptly at **3pm** on Tuesdays and Wednesdays and **11.30am** on Thursdays. Beehub staff will ensure that the children are signed out by parents/guardians, including their departure time. Children are collected by a parent who has been mentioned on the registration form. Children may be allowed to travel onwards alone if Beehub has written consent from their parent or guardian. **Please do not park your car in the road during pick up as this becomes a safety and road hazard.**

In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform Beehub in advance and provide a description of the person, a contact phone number and a password that they will use to identify themselves. If the staff have any concerns regarding the person collecting, they will contact the main parent or carer for confirmation.

The parent or carer must notify Beehub if they will be late collecting their child. If Beehub is not informed, the Uncollected Child Policy will be followed, and the police or child protection may be called.

Absences

If a child is going to be absent from a session, parents must notify Beehub in advance via telephone or email, no later than 8.45am on the day of absence. If a child is absent without explanation, staff will contact the parents or carers to check where the child should be. If the staff still have concerns about the child's whereabouts after attempts to contact the parents, the situation may be considered an emergency and the child missing, in which case the DSL may contact the police.

Personal Belongings

Staff will help children to take responsibility for their personal belongings and help maintain a clean and organised environment. The hall and classroom are a shared space belonging to the One Church and we must show respect for others' belongings and personal spaces.

Mobile Phones

Whilst we understand that some children have mobile phones, we actively discourage them from using their phones within Beehub as this is a 'phone-free' space. Children who have phones will need to leave them switched off for the duration of each session. Phones will be stored in a safe phone box for the duration of the day, or for certain circumstances in pupils bags, where they are not being used. Beehub does not accept any responsibility for loss or damage to mobile phones brought to Beehub by the children. Children must not use their mobile phone to take photographs of any kind whilst at Beehub. If the rules regarding phones in the space are not followed then parents will be contacted. If the problem continues after the parent has been contacted then Beehub maintains the right to ask the students to leave the setting without recompense for fees already paid.

Parental Involvement

In the spirit of working together as a community of Waldorf-inspired home educating families, we invite parents to join us in celebrating the passing of the year and share the children's work through regular festivals. These may take place during our usual hours, so will therefore replace certain activities on that day.

Privacy and Consent

At Beehub we protect the confidentiality and rights of others. We will only ever share information with a parent about their own child. Information given by parents to Beehub about their child will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our Safeguarding Policy).

All personal data is stored securely in a lockable file and/or on a password protected computer.

From time to time, we may wish to take photos of the children during their activity to share with the parent group and shared on social media as promotional material. This has been pre-agreed with each parent as part of the registration process. These photos are taken on a locked device which is for this purpose only and is not a personal device.

Preparation for Sessions

Please ensure that your child is dressed appropriately for the sessions and the weather. This should include a warm waterproof coat when it is cold and wet. They should also bring a reusable water bottle to stay hydrated during the day.

They must also bring a healthy snack and lunch. We do not have the facilities to heat anything up. Please do not pack unhealthy crisps, sweets, or chocolate.

For the wellbeing of all children and our community members, please keep your child at home if they are unwell. This includes, but is not limited to, cases of fever, vomiting, diarrhea, severe coughing, or any contagious conditions. Children should be symptom-free for at least 24 hours without medication before returning. This helps prevent the spread of illness and ensures your child can rest and recover properly. Parents will be requested to pick up children who appear too unwell to attend.

Consequences of Violations

Persistent failure to adhere to this Code of Conduct will result in appropriate action, which could include verbal warnings or suspension from activities. In the case of repeated disregard for the rules, Beehub will organise a meeting with parents and relevant pupils to find solutions to the issues occurring. If parents are not able to organise a time for a meeting within 3 weeks of a meeting request then the related pupil will be asked to not return to the setting. If the student and family are not willing to follow the rules and code of conduct at Beehub they will be asked to leave. In severe cases, Beehub may enact their Exclusion policy (available on website).

Review and Updates

This Code of Conduct will be reviewed and updated periodically to ensure its relevance and effectiveness. Your feedback is valued as we aim to continuously improve.

Signature and Agreement

By signing below, I acknowledge that I have read, understood, and agree to adhere to the Code of Conduct of Beehub. I understand the importance of my role in creating a positive and respectful environment for all participants and community.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Reviewed and updated - September 2025 - Ruth Lovegrove, Tom Smith (Directors)