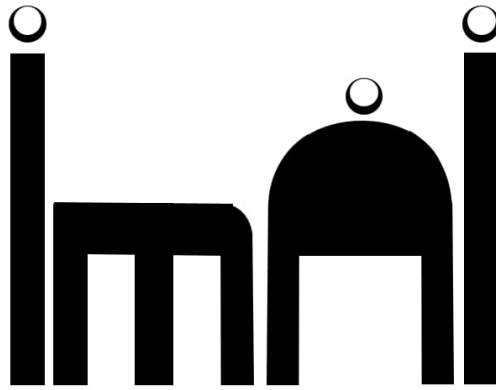


مَعَهْدُ الْإِمَامِ مُحَمَّدٍ آدَمَ الْإِسْلَامِي

Ma'had Al-Imām Muhammad Adam Al-Islāmi

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THE IMAM MUHAMMAD ADAM INSTITUTE

# **Policy and Code of Conduct for the acceptable use of Parental WhatsApp Groups**

**January 2026**

Review date: January 2027

[school@imai.org.uk](mailto:school@imai.org.uk)

[www.imai.org.uk](http://www.imai.org.uk)

## ***Policy and Code of Conduct for the acceptable use of Parental WhatsApp Groups***

### **Parent WhatsApp Groups**

School WhatsApp groups have been voluntarily set up by some parents. There is no requirement to join these groups and participation is voluntary. These groups OPERATE INDEPENDENTLY of the school.

We understand that parents and carers find WhatsApp groups a useful way of communicating with and supporting each other.

The messages in the WhatsApp groups come from parents in their personal capacity. The school does NOT post directly on any WhatsApp parent/carer groups nor do we have 'parent advocates' who post messages on our behalf.

The school believes it is important to:

- Work in close partnership with parents to support their child's learning and development
- Create a safe, respectful and inclusive environment for pupils, staff and parents / carers
- Always model appropriate behaviour for pupils, both online and offline

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community.

### **Code of Conduct**

Parents should adhere to the following guidelines when using class/school WhatsApp groups:

- The group should never be used as a platform to air views/grievances regarding a teacher, child or parent in the class or school
- The group is not a political platform for airing opinions on current affairs
- The group should not be used for private conversations with anyone else using the group
- The group should be used keeping in mind mutual respect and cultural sensitivity between all its members
- Bullying is not to be tolerated and should be reported immediately
- Individuals who are not directly related to or responsible for a child in the school or at that particular school site, should not be invited to the group

We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our school
- Post responsibly
- Work together with staff in the best interests of our pupils
- Treat all members of the school community with respect – setting good examples with behaviour and speech
- Seek peaceful solutions to all issues through appropriate channels and procedures

Please note, the school considers the following online activity inappropriate:

- Abusive or personal comments about staff, pupils, other parents or any member of the school community
- Displays of anger including swearing, or using offensive/bad language
- Bringing the school into disrepute
- Posting aggressive, defamatory or libellous comments
- Emails circulated or sent directly with abusive or personal comments about staff, pupils or any members of the school community
- Using social media to publicly challenge school policies or discuss issues about individual children
- Threatening behaviour, such as verbally intimidating staff or parents

The school takes safeguarding responsibilities seriously and will deal with any reported incidents appropriately. The above inappropriate activity will be considered for further action by the school.

### **Raising Concerns**

If you are concerned about inappropriate comments on a WhatsApp group, please contact the school by emailing [school@imai.org.uk](mailto:school@imai.org.uk) or calling the school office.

If the school suspects, or becomes aware, that a parent has breached the code of conduct detailed above, the school will gather information from those involved and investigate the matter.

### **Breach of this policy will result in the school taking appropriate action which could include:**

- A warning letter to the parent
- A meeting between the parent and a member of the SLT
- Contact with the appropriate authorities (in cases of criminal behaviour)
- Advice from our legal team regarding further action (in cases of conduct that may be libellous or slanderous)
- Banning the parent from the school site
- Removal of their child from the school

The final decision for how to respond to breaches of the code of conduct rests with the Principal.