



Visitors' Code of Conduct

Visitors to the school are asked to read and understand the following rules and regulations:

- Signing in (in our Visitors' Book) confirms that you have read this Code of Conduct. **Only sign in after you have read this.**
- You must show appropriate identity to the reception staff who will initial the appropriate column in the Visitors' book, once they are satisfied with your identity, and will issue you with a visitor's badge which you must wear at all times during your visit.
- Regular visitors or those involved in 'regulated activity' must produce evidence of an enhanced DBS check. (Regulated activity will include being unsupervised whilst being involved in activities with children or the possibility of being on your own with children during your visit.)
- No photographs may be taken at any time without the consent of the Head teacher.
- Mobile phones must not be used in any part of the school building or grounds, without prior agreement with the Head teacher, and should never be used where/when children are present.
- Visitors should value and respect different racial origins, religions, cultures and language, and where a visit involves the discussion or promotion of religious beliefs these should promote tolerance, appreciation and respect for others including those of different faiths.
- Use appropriate language and behaviour with children at all times.
- If you feel uncomfortable in any way about the behaviour of a young person, please discuss this with the teacher or member of staff present.
- Only use staff toilets and not pupils' toilets.
- Smoking or vaping is not permitted anywhere on the school premises.
- Should you have concern about the safety or welfare of any child you **MUST** inform the Designated Safeguarding Lead - Mrs Natalie Johnson.
- In the event of first aid being required, please speak to a trained member of staff (details of first aiders are available at reception.)
- In the event of the fire alarm sounding, you must leave the building in an orderly manner and follow instructions given by staff members.
- At the conclusion of your visit, you must hand in your visitor's badge and record the time of your departure.