Alveley Primary School

Visitors Code of Conduct

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

- You must show appropriate identity to the reception staff and will issue you with a visitors 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. Regular visitor at Alveley Primary School means more than once per half term)

- Signing in confirms that you have read this code of conduct. **Only sign in after you have read this.**

- Value and respect different racial origins, religions, cultures and language and do not promote your own political or religious beliefs.

- Use appropriate language and behaviour with children.

- If you feel any way uncomfortable about the behaviour of a young person please discuss this with the teacher and staff present.

- Only use staff toilets and rooms.

- No photographs may be taken at any time without the consent of the Headteacher

- **<u>Mobile Phones must not be used</u> in any part of the school building or grounds apart from in the designated area (staffroom). Please hand in your mobile phone to the School office on arrival where it will be kept secure.**

- ·Do not smoke on the school premises

- Should you have concern about the safety or welfare of any child you MUST inform the Designated Lead for Child Protection (details in the School Office)

- In the event of first aid being required please contact a trained member of staff (details in the School Office)

- 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