

CODE OF CONDUCT FOR VISITORS

- Please sign in and out of our building
- Please stay within the areas that are necessary for your visit
- Smoking, consuming alcohol or any illegal substance is prohibited at all times.
- If you hear the fire alarm sound, report to the fire assembly point closest to where you are in the building so that you can be accounted for.
- If you are working with children/pupils lead them to safety and inform a member of school staff so that registers can be taken.
- Do not take/use images of pupils/students unless approved to.
- Do not leave equipment unattended.
- Do not use mobile phones in the presence of pupils.
- Computers are not to be used by visitors, unless you are approved to.
- You will be expected to comply with our school's confidentiality policy.
- Any safeguarding or child protection concerns or disclosures must be reported immediately to the Headteacher (Mr Sandford) or Mrs Leadbeter who are the named people for Child Protection/Safeguarding in our school.