



VISITOR CODE OF CONDUCT

Safeguarding and promoting the welfare of children is everyone's responsibility.

"Everyone who comes into contact with children and their families has a role to play"

"Keeping Children Safe in Education" – Statutory Guidance for Schools and Colleges

1. All visitors must report to Reception. All visitors **MUST** sign in even when waiting for their child(ren) and **MUST** remain in seated area in Reception
2. Visitors attending appointments / meetings **MUST** sign in and wait in Reception until they have been collected by a member of staff and escorted to the appropriate location
3. The School will **NOT** allow any adults into the classrooms with pupils or to work with individuals without evidence of an appropriate DBS check.
This includes Social Services, CAMHS and NHS etc.
Visitors with DBS clearance will be issued with the appropriate **DBS VISITOR / PASS** lanyard upon signing in at Reception. For those without a DBS clearance will be issued with a **NO DBS** visitor lanyard and **MUST** be accompanied by a member of staff at all times when in contact with children
4. We reserve the right to refuse entry to parents / carers to any part of the school building
5. **NO** visitor will be allowed to enter a classroom without the permission of the Head Teacher
6. Visitors **MUST** treat all staff and pupils within the school with respect. Aggressive and verbal abuse will **NOT** be tolerated
7. All visitors **MUST** sign out and return their visitor badges to Reception before leaving the building
8. If the fire bell rings all visitors **MUST** report to the front of the school and assemble at the Fire Assembly Point
9. Whilst on school premises **NO** photography or recording is allowed unless authorised and will be checked to ensure no pupils are visible on imagery