

## VISITORS CODE OF CONDUCT

- Please sign in and out of the 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 the school's confidentiality policy.
- Any safeguarding or child protection concerns or disclosures must be reported immediately to the Headteacher Miss Lawton or Mrs Underwood who are the named people for Child Protection in the school.
  
- 
  
- 
  
- 
  
-

•

•

•