Code of conduct for Visitors

This code of conduct outlines our expectations for visitor conduct. We ask you to sign this form to indicate your agreement to the following:

1. School rules and policies

Visitors should follow all school rules and policies, including those on:

- Child protection and safeguarding, including low-level concerns
- ICT and internet acceptable use
- Online safety
- Whistle-blowing
- Health and safety
- Mobile phones
- Equality
- Data protection
- Behaviour

Copies of the school policies are available online or from the school office.

2. Professional conduct

We ask that Visitors agree to always conduct themselves in a professional manner. This includes:

Dressing in a way that is appropriate to the school environment

Refraining from using inappropriate language, including not making comments either in the school environment or elsewhere, including on social media, that might bring the school into disrepute

Setting an example for pupils by acting in a way that reflects the school's ethos and values

Behaving in a way that is appropriate for the role they are undertaking

Visitors MUST not use their mobile phones around children; this includes taking any pictures.

Visitors should not accept gifts from, or give gifts to, pupils.

Behaviour management is the responsibility of school staff. If visitors witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils, they should alert SLT immediately.

If you are unable to come to school when you are expected to be in, we ask that you contact the school office as soon as possible

3. Safeguarding

Visitors must be familiar with, and adhere to, the school's safeguarding and child protection policy.

If visitors have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Gayle Fletcher.

Visitors should refrain from physical contact with pupils.

Visitors must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

Exchanging contact information

Contacting pupils outside of school, including on social media

Arranging to meet pupils outside of school

Visitors should not take or share photos of pupils unless instructed to do so by their supervisor

4. Health and safety

Visitors must abide by the school's health and safety and first aid policies. Visitors are not to administer first aid, except in an emergency where none of the designated first aiders are available.

Visitors should familiarise themselves with the school's fire safety and emergency evacuation procedures.

Visitors must sign in and sign out at the beginning and end of every visit and must always wear a visitor badge.

5. Confidentiality

Information about pupils, parents/carers and staff at the school is confidential and should not be shared with anyone else. Visitors should not discuss pupils with parents/carers or other children. If parents/carers approach visitors for information, they should be directed to speak to a member of SLT.

I understand that if I fail to adhere to this code of conduct, appropriate actions will be taken depending on the nature of the breach.

Visitors name: _____ Date: _____

Visitors signature: _____

Last reviewed: October 2026

Next review due: October 2027

Approved by Governors 13.10.26