



Woore Primary and Nursery 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 with a photograph to the reception staff who will initial the appropriate column in the visitors books once they are satisfied with your identity 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 Woore Primary and Nursery 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.**
- Visitors to the school should display appropriate, non-aggressive behaviour towards pupils and staff
- Visitors should value and respect different racial origins, religions, cultures and language, and where a visit involves the discussion or promotion of religious beliefs these should promote tolerance, appreciation and respect for others including those of different faiths.
- 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.
- Mobile Phones must not be used in any part of the school building or grounds apart from in the designated area (staffroom or in the carpark at the front of the building). Woore Primary and Nursery School has a no-mobile phone policy in the school and visitors are asked to leave mobile phones in the office or in their vehicle. The only exception to this is for Contractors working for Shropshire Council who may bring their phones onto site for their work purposes. All contractors are DBS checked.
- Do not smoke on the school premises (including e-cigarettes).
- Should you have concern about the safety or welfare of any child you MUST inform the Designated Lead for Child Protection (details in reception).
- In the event of first aid being required please contact a trained member of staff (details in reception).
- 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.

Health & Safety Committee	March 2018
Full Governors	March 2018
Review	February 2019