



## TREFONEN C. E SCHOOL

### Visitors' Code of Conduct

*Mutual respect and good behaviour is the expectation of all adults and children at all times.*

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Visitors to the school are requested to read and understand the following rules and regulations:

- You must show **photographic ID** to the reception staff who will photocopy and retain for the duration of your visit (the ID copies will be securely disposed of upon leaving the site) and you will enter your information on the iPad. Staff will then issue you with a visitors badge which you must wear at all times.
- 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 Trefonen Primary means more than once per half term).
- Signing in confirms that you have read, understood and will abide by this code of conduct. **Only sign in after you have read this.**
- No mobile phones may be used on site, visitors will be expected to switch off their mobile phones whilst on the premises.
- Mobile phones must not be used in any part of the school building or grounds, apart from in the designated area. Should you wish to use your mobile phone, alert a member of staff, who will direct you to a designated area (eg staffroom, head teacher's office).
- No photographs may be taken at any time without the consent of the Headteacher.
- Visitors should value and respect different racial origins, religions, cultures and languages, and where a visit involves the discussion and promotion of religious beliefs these should promote tolerance, appreciation and respect for others including those of different faiths.
- Use appropriate and respectful language and behaviour with children and adults.
- If you feel in any way uncomfortable about the behaviour of a young person please discuss this with a member of the school leadership team.
- Should you have concern about the safety or welfare of any child you **MUST** inform a Designated Lead for Child Protection. In our school this includes our Headteacher, deputy head and members of the School Leadership Team.
- Unless otherwise directed, you should only use staff toilets.
- Do not smoke on the school premises.
- In the event of first aid being required please contact a trained member of staff.
- 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 will use your visitor's badge to log out on the iPad.

**Thank you for respecting our school rules and for helping to keep Trefonen Primary School a safe and happy place for all.**