



# **Visitors Code of Conduct**

## **Reviewed by HT October 2024**

All visitors and school volunteers must:

1. Everyone who is part of the school community must adhere to the Equalities Policy which is available on the web site or from the main office.
2. Use appropriate language and behaviour with children.
3. Please sign in and out of the premises and wear a visitor's badge at all times.
4. Report any breakages or accidents to the main office.
5. If you feel any way uncomfortable about the behaviour of a child please discuss this with the child protection lead.
6. Seek permission to bring a vehicle on to the school premises from the main office before arrival- the business manager/ assistant business manager will need to assess the risk.
7. Never give a pupil a lift in your vehicle unless you have appropriate insurance, parental consent and a member of staff present.
8. Mobile phones should be turned off when on site. In an emergency please use the phone in the main office.
9. All photography and filming within school is prohibited unless permission is granted from the Headteacher, Deputy or Child Protection Lead.
10. If a child or their parent/carers attempts to contact you through a social networking site, screen print the page, inform the school immediately and do not respond.
11. All visitors should be aware that Toynton All Saints Primary School has a Whistleblowing Policy, Child Protection and Safeguarding, Online Policies- these are available on the school web site or at the main office.
12. Clothing should be respectful of pupils, staff and the working environment and community.
13. Professionals should bring photographic ID and proof of DBS, we request that all professionals make appointments so that their visit is organised and purposeful and does not interfere with the classroom learning

***In signing the Visitors Book, you are agreeing to the above code of conduct.***