

# VISITORS! PLEASE READ BEFORE SIGNING IN

Prees CE Primary School and Nursery, with PIPS

## Visitors Code of Conduct

Visitors to the school are respectfully requested to read and understand the following:

- **Signing in confirms that you have read this code of conduct. Only sign in after you have read this.**
- You must show appropriate **identity** to the reception staff. We will issue you with a **visitors' badge** which you must wear at all times during your visit.
- Regular visitors or those involved in contact with children must produce evidence of an **enhanced DBS check**.
- Please **value and respect** different racial origins, religions, cultures and language and do not promote your own political or religious beliefs.
- Please 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.**
- **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)
- **-Do not smoke** on the school premises
- Should you have concern about the safety or welfare of any child you **MUST** inform the **Designated Lead for Child Protection** (Mrs Y McDaniel; Mrs S Powell; Mr G Pierce)
- In the event of **first aid** being required please contact a **trained member of staff** (Details displayed 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 **sign out**.