



Prees C.E. Primary School and Nursery

Visitors' Code of Conduct

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

- You must show appropriate identity to the reception staff; once they are satisfied with your identity they will issue you with a visitor's badge which you must wear at all times during your visit. (please read the Fire Safety Information on the reverse of the badge).
- Regular visitors to Prees C.E. Primary School (regular means more than once per half term) will have a DBS check.
- Signing in confirms that you have read this code of conduct. **Only sign in after you have read this.**
- Value and respect different racial origins, religions, cultures and language and do not promote your own political or religious beliefs.
- 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 be left off the school site or in the school office.
- 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 in the visitor's book.

["Prees CE Primary School and Nursery is committed to safeguarding and promoting the welfare of children and adults at all times and expects everybody working with us to share this commitment"](#)