



## Code of Conduct (Visitors) Policy

### Guidance for all visitors to our school

1. Please ensure that you sign in and out at the office and wear a visitor's badge at all times. Please read and follow the information about health and safety provided.
2. Please ensure that you stay within the areas that are necessary for your visit.
3. For your protection please do not have any physical contact with our pupils.
4. Smoking, consuming alcohol or any illegal substance is prohibited at all times.
5. Please ensure that you do not use mobile phones in the presence of pupils.
6. You must not take or use images of our pupils without approval.
7. Please be aware that computers are not for visitor use without prior approval.
8. If you are contracted to do some work within the school, please make sure that you are never alone in a room with a pupil. If a pupil speaks to you, please be polite but brief.
9. Please ensure that any tools and equipment are kept safe and secure at all times.

### Guidance for volunteers working with pupils

1. You will usually be working in or near the classroom with the teacher nearby. You should always ensure that you are not alone with a pupil in a room with the door shut. If you feel unsure about the place in which you are working, please talk to the class teacher.
2. You should only discuss a pupil's progress with the class teacher or the headteacher. If a pupil is misbehaving in any way, please alert the teacher immediately.
3. It is very important that you do not discuss any issues you encounter in school with the child's parents or any other parents. Confidentiality is expected at all times.
4. If a child appears distressed in any way or confides in you, alert a staff member immediately.
5. If pupils are physically hurting each other, please inform a member of staff immediately – do not intervene physically.
6. If you overhear something which concerns you, from an adult or a child, please contact Miss Campbell, the school's Designated Safeguarding lead, at once.

Thank you for your co-operation.

**Date:** September 2021  
**Review date:** September 2021