

Code of Conduct for all Visitors & Work Experience Students

A warm welcome to our school. There are just a few important things in terms of safeguarding and code of conduct we need to highlight in relation to your visit to our school.

Safeguarding our children is of the upmost importance to us and safeguarding is everyone's responsibility.

You will find more details in our Safeguarding Visitors' leaflet.

Confidentiality

Visitors and work experience students are expected to always maintain confidentiality. Information about pupils, families and staff must not be discussed or shared outside school or on social media.

Visitors Code of Conduct

- Sign into school when you arrive, sign out when you always leave and wear your identification badge, ensuring it is visible
- Treat everyone with respect
- Act as a positive role model at all times and provide an example you would wish others to follow
- Do not jump to conclusions without checking
- Do not permit abusive activities such as bullying or ridiculing
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- Avoid any situation where you are working alone with a child, out of sight of school staff
- Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes. We expect you to use appropriate language whilst on site.
- It is best not to do anything for a child that they can do for themselves
- Always tell the DSL / DDSL if a child touches you or speaks to you inappropriately
- Inform a teacher of any inappropriate behaviour
- Do not smoke or vape anywhere on site [includes the grounds as well as the buildings]
- Photographs - under no circumstances should you take photographs or videos of our children whilst at our school

Mobile Phones / Social Media

- Mobile phones – please do not have your phone out or use it during your time in our school. If this is an issue, please speak to a member of staff on arrival.
- Under no circumstances should you take a photograph of our children (unless official permission has been granted)
- You must not have your phone out or use it whilst in the school building or on site. If you need to make or receive a call, please tell a member of staff and use the staff room or one of the offices to make/receive the call.
- Never share personal information such as telephone numbers, email addresses or social media contacts with a child. If a child tries to share their details with you, inform a member of staff as soon as possible.