

Visitors' Code of Conduct

Code of Conduct for Visitors entering Eatock Primary School

Eatock Primary School is a safe, happy and secure learning environment. To help us maintain this please be aware of the following:

- **Visitors to report to the school office** where the office staff will deal with your requests
- **Visitor badges must be worn** and will be issued by the office staff
Local Authority staff must wear their identification badges
- **The Visitor register must be signed** when you arrive and when you leave
- Visitors must make themselves aware of the Fire Evacuation Procedures (If a fire alarm sounds leave the building at the nearest emergency exit)
- **All visitors and adults will conduct themselves in a respectful, supportive and friendly manner** which values and respects different racial origins, religions, cultures and language
- **All adults will speak to children in an appropriate and acceptable manner**
- All adults regularly working with children will have a **DBS** (Disclosure and Barring Service) check
- **If you believe a child may be suffering or at risk of suffering harm, a child discloses abuse, or the behaviour of another adult gives reason for concern you have a duty to notify Ann Flannery (Headteacher) who is the designated safeguarding lead**
- Please report any untoward incidents with children, parents or carers to the appropriate class teacher or Headteacher
- **No photography is allowed**, without explicit permission by a member of staff
- **Mobile Phone use must only take place in office areas, where children are not present**
- All visitors must have the utmost regard to **CONFIDENTIALITY**
- Contractors must ensure **no external doors are left open** without someone being present at all times
- All injuries, illness or accidents must be reported to the school office
- The school operates a NO smoking policy

Please be aware that your personal information is processed for safeguarding purposes. Your data will be stored for 3 years following your visit to school. You have a right to withdraw your consent at any time for us to process and store your personal data. By **accepting** this visitor's code of conduct you are freely giving us consent to process and store your personal data.

At Eatock Primary School, we take our responsibility of safeguarding children very seriously and we are proactive in every area of school life. Please help us to keep the children safe, happy and secure by following our Visitors Code of Conduct when you are in school.