



## St Charles' Catholic Primary School Visitors' Code of Conduct

Visitors to St Charles' Catholic Primary School are requested to read and understand the following rules and regulations:

- Appropriate identity must be shown to the reception staff who will issue a Visitors' badge which must be worn at all times during the visit
- Regular visitors or those involved in 'regulated activity' must produce evidence of an enhanced DBS check. 'Regulated activities' will involve the visitor being unsupervised whilst undertaking activities with pupils or the possibility of the visitor being alone with pupils during their visit. A 'regular visitor' at St Charles' Catholic Primary School is defined as someone visiting more than once per half term.
- Visitors should read this Code of Conduct before they sign in in the Visitors' Book. Signing in confirms this has been read.
- Visitors must respect and value those of different racial origins, religions, cultures and language and should not promote their own political or religious beliefs.
- Visitors must use appropriate language and behaviour whilst in school.
- Any visitor who feels uncomfortable about any behaviour shown by a pupil should discuss it with the class teacher, or with a senior member of staff.
- Visitors should only use staff or visitors' toilets.
- No photographs may be taken whilst on the school grounds or in the school buildings without the permission of the Headteacher.
- Mobile phones may not be used in any part of the school building or grounds except for in the staffroom.
- Smoking is not permitted on the school premises.
- Any visitor who has concerns about the safety or welfare of any pupil MUST inform the Designated Safeguarding Lead, Mrs Dean, or, in her absence, Mrs Battersby, the deputy Designated Safeguarding Lead.
- In the event of First Aid being required, visitors should speak to a member of the school staff.
- If the Fire Alarm sounds, all visitors should leave the building in an orderly manner and follow instructions given by members of the school staff.
- When visitors leave the school, all Visitors' badges should be returned to the school office, and the time of departure recorded in the Visitors' Book.