



## Moneyrea Primary School and Nursery



### CODE OF CONDUCT FOR VISITORS

*Welcome to our school. During your visit it is important that you comply with the following Code of Conduct in respect of Safeguarding and Child Protection:*

- Please sign in and out of the building;
- Report to the secretary before entering the building;
- Wear a visitors' pass as provided by the secretary;
- Please stay within the areas that are necessary for your visit;
- Smoking, consuming alcohol or any illegal substance is prohibited at all times;
- Avoid any use of inappropriate language;
- Do not engage in conversation with pupils, unless this is part of your work at the school;
- If you hear the fire alarm sound, report to the fire assembly point in the main playground, so that you can be accounted for;
- Familiarize yourself with the fire safety exits and route;
- If you are working with children/pupils lead them to safety and inform a member of school staff so that numbers/registers can be checked;
- Do not take/use images of pupils/students unless approved to do so;
- Do not leave equipment unattended;
- Do not use mobile phones in the presence of pupils;
- Computers are not to be used by visitors, unless you are approved to do so;
- You will be expected to comply with the school's confidentiality policy;
- Any safeguarding or child protection concerns or disclosures must be reported immediately to the designated teacher, Mrs Floyd (Yr2) or the Principal (Mr Greer).

**Revised: September 2017**