

# Visitor Code of Conduct

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## Keeping Our Children Safe

Our school is committed to safeguarding and meeting the needs of every child. Everyone on site has a shared responsibility to ensure our children are safe, supported, and respected.

When visiting our school for the first time, we ask that you sign to confirm you have read this Code of Conduct and agree to follow our safeguarding principles.

## Respect and Professional Conduct

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Treat all children and adults with respect at all times.

If you experience behaviour that you feel unable to manage, please inform a member of staff so the child can be supported appropriately.

Do not discipline children unless you are employed by the school to do so.

## Safeguard Children

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If you have any concerns about a child's health, welfare, or safety, speak to one of our **Designated Safeguarding Leads (DSLs)** immediately.

- Our DSLs are Miss Elspass, Mrs Evans and Mrs Harris. You will find their photographs displayed around school.

If a child makes a disclosure to you, report it to a DSL straight away.

Avoid all physical contact with children unless you are a medical or social care professional carrying out your duties.

If you are working with a child individually, keep the door open and ensure you remain visible to others.

# Confidentiality

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Any conversations you hear about children, staff, or school business must remain confidential.

Do not discuss the progress or difficulties of individual children outside school unless you are a professional invited to support them.

# Use of Mobile Phones and IT Equipment

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Personal devices (phones, tablets, laptops) should only be used for professional purposes.

Do not take photographs of children on school premises.

If you need to use your mobile phone, please do so in the office area, away from children.

For confidential calls, please ask to use a private office.

# Professional Boundaries

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Do not give children your personal details.

Do not engage in any contact with children through social networking sites.

Unprofessional contact may leave you vulnerable to allegations.

# Prevent Duty

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Our school has a responsibility to safeguard children from radicalisation and extremism.

We provide a safe space for children to discuss these issues and learn how to protect themselves.

# Health and Safety

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Smoking is **not permitted** anywhere on the school premises.

If you are carrying out structural work, please ask to see the school's asbestos plan, held in the office.

# Thank you

Your co-operation helps us to maintain a safe, respectful, and supportive environment for all children.

If you are unsure about anything during your visit, please speak to a member of staff.