

Visitors and Volunteers Code of Conduct



Visitors to the school are requested to read and understand the following rules and regulations:

- You must show **appropriate identity** to our administrator who will then ask you to sign in. Once they are satisfied with your identity and will issue you with a **visitors badge** which you must wear at all times during your visit.
- Signing in confirms that you have read this code of conduct. **Only sign in after you have read this.**
- Regular visitors or volunteers or those involved in 'regulated activity' must produce evidence of an **enhanced DBS check**. (Regulated activity will include being unsupervised whilst being involved in activities with children or the possibility of being on your own with children during your visit. Regular visitor at Hodnet School means more than once per half term).
- **Mobile phones** should be left in the school office upon arrival. They must not be used in any part of the school building or grounds apart from in the designated area (staffroom and offices) with the Headteacher's consent.
- Visitors and volunteers should **value and respect** different racial backgrounds, religions, cultures and language, and where a visit involves the discussion or promotion of religious beliefs these should promote **tolerance, appreciation** and respect for others including those of different faiths.
- You must ensure **confidentiality**. You may see and hear things about pupils in our care, we ask that you respectfully do not discuss these outside of the school.
- If you feel any way uncomfortable about the behaviour of a young person please discuss this with the staff present or the headteacher in line with our behaviour policy.
- Visitors and volunteers must use **appropriate language and behaviour** with children.
- Only use staff toilets. Only enter the children's toilets or accessible toilet when they are empty and with permission from a staff member.
- **No photographs** may be taken at any time without the consent of the headteacher.
- **Do not smoke or vape** on the school premises.
- Should you have **concern about the safety or welfare** of any child you **MUST** inform the Designated Leads for Child Protection – Mrs P Lyall, C Williams or Miss J Darmanin
- In the event of **first aid** being required please contact a trained member of staff.
- In the event of the **fire alarm sounding** you must leave the building in an orderly manner and follow instructions given by staff members.
- At the conclusion of your visit you must **hand in your visitor's badge** and sign out to record the time of your departure and **collect your mobile phone**.

Thank you. P.Lyall, Headteacher.