



## CLIVE CE PRIMARY SCHOOL AND NURSERY

### Visitors Code of Conduct

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

- **Only sign in after you have read this Code of Conduct.**
- We expect all visitors to be respectful and reserve the right to ask you to leave if this is not adhered to.
- Appropriate ID must be shown.
- Regular visitors (more than once a half term) must show evidence of up to date DBS.
- Different racial origins, religions, cultures and language must be respected and personal political or religious beliefs must not be promoted.
- Use appropriate language and behaviour with children.
- If you feel any way uncomfortable about the behaviour of a young person please discuss this with the teacher and staff present.
- Only use staff toilets and rooms.
- No photographs may be taken at any time.
- Mobile Phones must be handed in at reception when signing in. They will be returned when signing out at the end of the visit.
- Do not smoke on the school premises.
- Should you have concern about the safety or welfare of any child you **MUST** inform the Designated Lead for Child Protection or the deputy: **Mrs S. Watts, Mrs J. Barnes, Miss L. Anderson.**
- In the event of first aid being required please contact a member of staff.
- In the event of the fire alarm sounding you must leave the building in an orderly manner and assemble on the grass outside the gate.
- At the conclusion of your visit you must hand in your visitor's badge and record the time of your departure.