

## CODE OF CONDUCT FOR VISITORS TO ALDERMAN COGAN'S CE PRIMARY SCHOOL

Please read and follow the guidelines below to ensure your time in school runs smoothly.

- Value and respect different racial origins, religions, cultures and language.
- Use appropriate language and behaviour with children.
- You are not expected to manage classroom behaviour; a teacher will be present at all times.
- Please sign in and out of the premises.
- Please wear a visitors badge at all times.
- Report any breakages or accidents to the relevant person (usually the member of staff you are with).
- Physical contact with pupils is strongly prohibited unless overseen by a teacher and is essential to the delivery of the workshop for health and safety reasons.
- Do not be alone with a child.
- If you feel any way uncomfortable about the behaviour of a young person please discuss this with the teacher and staff present.
- Any equipment or work in progress that needs to be stored on school premises during the project must be highlighted to all staff and appropriate arrangements made.
- Drive with extra caution on school premises, take particular care when reversing.
- Do not obstruct fire exits - even temporarily.
- Check with reception where you can unload and park.
- Keep your vehicle locked at all times.
- Never give a pupil a lift in your vehicle.
- Always use staff toilets and rooms.
- Avoid wandering around the school.
- Do not smoke on school premises or when with a group of children.
- Read the school's Child Protection Policy and be aware of who the designated teacher for Child Protection is within the school - Mrs Debbie Barnard