



CODE OF CONDUCT FOR ALL VISITORS

The code of conduct is intended to assist in respect of the complex issue of child abuse, by drawing attention to the areas of risk for visitors and by offering guidance on prudent conduct. Visitors must always be mindful of the fact that being in a school places them in a position of trust and ensure their behaviour is above reproach.

- a) Visitors should report to Reception on arrival and sign in and out.
- b) As a general rule visitors should not be left alone with children. However, it is recognised that there will be occasions when a confidential meeting must take place; approval should be sought from teacher/Principal and take place in a room with visual access or with the door open (open door being preferable).
- c) If a child acts or talks to you in an inappropriate way or place, tell the Designated Teacher, Mrs Scott or the Principal, Mrs Smyth immediately.
- d) In the event of injury to a child, ensure that it is reported immediately to a member of school staff.
- e) Never keep suspicions of abuse or inappropriate behaviour by a member of staff to yourself. Report any concerns to the Designated Teacher, or the Principal.
- f) Visitors should not make physical contact with children.
- g) When working with or in the presence of children, think how your actions appear to others – they **may** misinterpret your actions.
- h) Following any incident where a visitor feels that his/her actions have been, or may be misconstrued, a written report of the incident should be submitted to the Designated Teacher or the Principal immediately.
- i) Physical punishment is illegal, as is any form of physical response to misbehaviour.
- j) Visitors are asked to switch off or use the silent mode on mobile phones while on the school premises. If you need to make a call please do so in a room where no children are present.
- k) The camera/recording functions on a mobile phone/tablet should not be used while on the school premises without permission from the Principal.