

**Park Hill Preparatory
School & Nursery**



Visitor Code of Conduct

This Code of Conduct applies to all visitors to school such as supply teachers, contractors, volunteers and so on.

- All visitors to school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions. They must act and be seen to act in an open and transparent way.
- Please sign in and out of the building
- A visitor's badge must be worn, and clearly visible, at all times when on the school premises.
- Visitors will be asked to confirm their identity upon arrival.
- Please stay within the areas that are necessary for your visit
- Smoking, consuming alcohol or any illegal substance is prohibited at all times.
- If you hear the fire alarm sound, report to the fire assembly point closest to where you are in the building so that you can be accounted for.
- If you are working with children/pupils lead them to safety and inform a member of school staff so that registers can be taken.
- Do not take/use images of pupils/students unless approved to.
- Do not leave equipment unattended.
- Do not use mobile phones on school premises
- Computers are not to be used by visitors, unless you are approved to.