

LANDHEAD PRIMARY SCHOOL VISITOR CODE OF CONDUCT

Welcome to our school and thank you for visiting. We hope you enjoy your time with us. Landhead Primary School is focused on the needs of our pupils - we ask all visitors to respect our aims and ethos. The purpose of this document is to offer information and guidance about your time here.

- Please **SIGN IN** as you come in through the main door. Our Secretary Mrs Eakin will be happy to assist you.
- Visitors will be asked to confirm their identity upon arrival.
- No photography is permitted whilst you are visiting the school without the express permission of the Principal.
- Mobile phones should be left in the office or switched off in classrooms and if there are children about.
- All visitors are expected to **SET A GOOD EXAMPLE** to pupils through their speech and behaviour towards all members of our school. Aggressive behaviours will not be tolerated.
- Please **DO NOT SMOKE** (including e-cigarettes) in the school building or school grounds.
- In event of a **FIRE ALARM**, please vacate the building via the nearest emergency exit. The Assembly Point is in the playground.
- Please ensure you do not have any **PHYSICAL CONTACT** with a child unless it is part of your professional duties e.g. Nurse or Doctor.
- Do not go in to the **TOILET AREAS** for work purposes if pupils are using the facilities. Adult visitors must use the designated toilets for staff.
- Inform us of any concerns you have about the **SAFETY OR WELFARE** of our pupils.
- The **DESIGNATED TEACHER** for Child Protection is Miss Henry (Principal) and the **DEPUTY DESIGNATED TEACHER** for Child Protection is Miss Gibson.

YOUR LOGO HERE		CONTRACTOR	
Name		YOUR LOGO HERE	FIELD TRIP
Company		YOUR LOGO HERE	Phone No.
Date		YOUR LOGO HERE	
Date		YOUR LOGO HERE	
VISITOR	YOUR LOGO HERE		
Name			
Registration			
Working			
Date	Time in		
Date	Time out		
VISITOR	YOUR NAME HERE		
Name			
Company			
Date			

