



Visitor Code of Conduct



Visitors - Please read before entering the school

Welcome to Mullaglass Primary School. We, the Governing Body strongly believe that our school should be a welcoming and safe place for our children, staff, parents and visitors alike. We have legal responsibilities for the safeguarding and wellbeing of children and staff, and a duty of care too all users of our school.

We believe that all adults that enter our school site should set examples of high standards of behaviour and conduct in order to encourage our pupils to do the same. In the same way, parents and carers must show respect to all other parents and carers, children and staff.

To enable us to achieve this:

- Visitors will be asked to confirm their identity upon arrival.
- Visitors should 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.
- Please stay within the areas that are necessary for your visit.
- Respect all children and staff and use appropriate language and behaviour with all in the school community. Behaviour which is regarded as unacceptable includes:
 - i. Physical abuse, threatening, oppressive or aggressive behaviour or use of offensive language towards other adults, staff or children
 - ii. Entering the school site under the influence of alcohol or drugs
 - iii. Smoking anywhere on the school site
- If you hear the fire alarm sound, leave by the nearest exit and report to the fire assembly point so that you can be accounted for.
- No photography or videoing will be permitted whilst you are visiting the school unless approved by the Principal.
- You must avoid every being left alone with a child or children.
- You will be expected to comply with the school's confidentiality policy.
- Any safeguarding or child protection concerns or disclosures must be reported immediately to the Principal (Mr Greenaway) or Mrs Weir/Miss Best who are designated people on the school's Safeguarding Team.
- If you have any concerns or questions during your visit, please return to the school office and report to the office staff.

Thank you for your co-operation.

Mr Paul Greenaway (Principal)