



Aycliffe Village Primary School
Great oaks from tiny acorns grow

Code of Conduct for Visitors and Volunteers

- Please wear your visitor badge at all times.
- Please sign in and out of the building using the book in the Main Entrance.
- Please stay within the areas that are necessary for your visit.
- Smoking, consuming alcohol or any illegal substance is prohibited at all times.
- At all times, please conduct yourself in a manner that sets a positive example to our pupils and reflects our school ethos.
- You will be expected to comply with the school's confidentiality policy.
- 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 (these can then only be taken with a school ipad, never a mobile phone)
- Do not leave equipment unattended.
- Do not use mobile phones in the presence of pupils – these can be used in the staff room or one of the offices, if necessary.
- Computers are not to be used by visitors, unless this has been approved by a staff member. If this is the case you must follow our online use policy and only use the computer for the purposes of your role in school, eg finding and printing a resource to use with a child.
- If you are taking a hot drink out of the staff room, please make sure it is in a safety mug/cup with a lid (these are available in the staff room)

Any safeguarding or child protection concerns or disclosures must be reported immediately to the Designated Safeguarding Lead, Mrs Adamson (Head Teacher) or Mrs Garlick. If they are not available, the Deputy Safeguarding Lead Mrs Marambe, (EYFS & KS1 Leader). Any concerns about a child, no matter how small they might seem, should be passed onto a member of the teaching staff before you leave the building.

If you have any concerns about a staff member or anything else during your time at school, these must be passed onto the Head Teacher.

Thank you for your support with the above and for helping our school to be a positive environment for our children and everyone who works in and visits our school.

Name: (Please print)	Company:	Date:
Signature:	Role:	