



Visitors to the school are requested to read and understand the following rules and regulations in order to guarantee your time in school runs smoothly.

- Please switch off your mobile phone.
- Under NO circumstances are mobile devices to be used for photography without permission AND supervision.
- Value and respect different racial origins, religions, cultures and language
- Do not promote your own political or religious beliefs.
- Use appropriate language and behaviour with children.
- You are not expected to manage classroom behaviour; a teacher will be present at all times.
- Please sign in and out of the premises.
- Please wear a visitors badge at all times.
- Report any breakages or accidents to the school office staff.
- Physical contact with students is strongly prohibited unless overseen by a teacher and is essential to the delivery of the workshop for health and safety reasons.
- Do not be alone with a child
- If you feel any way uncomfortable about the behaviour of a young person please discuss this with the teacher and staff present.
- Whilst preparing your work area ensure there are no children present.
- Any equipment or work in progress that needs to be stored on school premises during the project must be highlighted to all staff and appropriate arrangements made.
- Drive with extra caution on school premises, take particular care when reversing.
- Switch off any music as you enter the school grounds
- Do not obstruct fire exits - even temporarily.
- Check with reception where you can unload and park.
- Always use staff toilets and rooms.
- Avoid unnecessary wandering around the school.
- Do not smoke on school premises or when with a group of children.

Any issues or concerns of a child protection nature are to be reported **immediately** to the school's designated person(s).

The names of the designated persons can be found at the school office.

When you sign the visitor's register you are signing as having read and agreed to abide by the rules and regulations above.