



Code of Conduct for visitors to Dovedale Primary school

All visitors to our school are required to be respectful and mindful of all persons on this site and must adhere to our safeguarding and code of conduct requests. Any persons not adhering to the code of conduct whilst on-site may be asked to leave and if necessary reported to an appropriate authority.

Code requirements:

- Sign in and out of the building
- Wear your name badge or provided visitor sticker at all times
- 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 at the far side of the playground. 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 you are given approval and never use your own personal devices.
- Do not leave equipment unattended.
- Do not use mobile phones in the presence of pupils.
- We do not shout at our children and treat them with respect at all times.
- Language appropriate to a primary context must be used at all times.
- Computers are not to be used by visitors unless you are given approval.
- 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 Headteacher (Mrs Houseman), Mrs Tomlinson or Miss Martin who are the named people for child protection in the school.