



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.