



Atlantic Centre of Excellence Multi Academy Trust

VISITOR CODE OF CONDUCT

Date Adopted:	13 October 2017
Date to be Reviewed:	Autumn Term 2020

Thank you for working on our school site. It is the responsibility of all adults to safeguard and promote the welfare of children and young people. We have a commitment to safeguard our children. We all have a responsibility to act if we are worried about a child, all children have a right to be safe. Keeping children safe is everyone's responsibility.

Please help us to ensure the safety of our pupils by ensuring that all personnel working on the school site comply with the following code of conduct:

- You must sign in and out of the school premises at the main school office. Photographic evidence of your identity must be provided*. The school office will issue you with a lanyard which you must wear at all times. Please be prepared to challenge other adults if they are not wearing a lanyard.
- You must provide your certification for recent Tier 2 Safeguarding and Prevent training. If you are unable to provide this information, training will be available on a half termly basis across the ACE MAT Trust. Please discuss with the School Office who will be able to help you further.

Essential Reading – Safeguarding

These documents will be given to you on your first visit to the academy or when there has been a change in personnel or safeguarding legislation

- Safeguarding Tier 1 leaflet: 'What to do if you are worried about a child'.
- Prevent leaflet: Prevent is a government strategy designed to stop people becoming terrorists or supporting terrorist or extremist causes. The Prevent strategy covers all types of terrorism

and extremism. From July 2015 all schools (as well as other organisations) have a duty to safeguard children from radicalisation and extremism.

Visit Guidance

We request that you follow the guidance as below throughout your visit to the Academy:

- Work safely and take responsibility for your own actions and behaviour
- Avoid any physical contact which could lead any reasonable person to question your motivation and intentions
- NEVER give your personal contact details to children or young people, including your mobile phone number. Contact via social network sites is also unacceptable
- Use of your mobile phone / camera / devices are not permitted while on school site
- You must stay within the agreed work area and access routes
- Do not use profane or inappropriate language
- Dress appropriately, i.e. dress in a way that:
 - Is unlikely to be viewed as offensive, revealing or sexually provocative
 - Does not distract, cause embarrassment or give rise to misunderstanding
 - Is absent of any political or contentious slogans
 - Is not considered to be discriminatory and is culturally sensitive

Management of children on site

All children must be accounted for and supervised at all times. A register of attendees must be kept.

The use of school equipment is not permitted unless prior agreement has been sought. Academy facilities must be left clean and tidy.

REMEMBER - Your actions, however well intended could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations at all times.

Identification * A suitable means of photographic identification should be provided by all individuals who visit the school site and be agreed and produced for checking by the school in advance of any work taking place. If an individual fails to produce such ID they shall be refused entry to the site.

Thank you