



# Code of Conduct - Visitors

<b>Document Reference</b>	HRF-POL-014
<b>Version/Revision</b>	v1.3
<b>Effective Date</b>	May 2024
<b>Review Date</b>	September 2027
<b>Author(s)</b>	HR & Facilities Manager
<b>Reviewer(s)</b>	ELT
<b>Applicable to</b>	Visitors to St Christopher's School

## Revision History

<b>Version</b>	<b>Date</b>	<b>Reason for most Recent Revision</b>
v1.0	June 2017	New document to compliment release of v4.0 of Safeguarding Children and Safer Working Practice Policy [HRF-POL-011].
v1.1	February 2019	Reviewed with no changes.
v1.2	September 2022	Reviewed with no changes.
v1.3	May 2024	Update to reference Vaping and E-cigarettes



# CODE OF CONDUCT: VISITORS

HRF-POL-014 |v1.3|Effective May 2024

---

## Contents

<b>PURPOSE OF THIS POLICY</b>	<b>3</b>
<b>SCOPE OF POLICY</b>	<b>3</b>
<b>RATIONALE</b>	<b>3</b>
<b>GUIDANCE</b>	<b>3</b>



## 1 Purpose of this Policy

The purpose of this policy is to clarify to all visitors our expectations with respect to conduct and behaviour when on St Christopher's School premises. We expect all visitors to adhere to this.

## 2 Scope of Policy

This policy applies to all adults visiting school premises for purposes other than those related to their responsibilities as a parent or carer of children attending St Christopher's School.

## 3 Rationale

St Christopher's School is committed to safeguarding and promoting the welfare of children and expects all visitors to share this commitment.

St Christopher's School is a happy, caring and friendly school. The purpose of this document is to give guidance on how visitors should conduct themselves at all times whilst on site to ensure a safe and positive environment for our children.

## 4 Guidance

All visitors are expected to:

- Respect the caring ethos and values of the School
- Treat all members of the School community with respect, using appropriate language and behaviour
- Follow the advice and instruction of School staff including those related to security and emergency procedures
- Remain only within those areas necessary for the visit
- Report any concern that a child is at risk, has been harmed or that they have made a disclosure. All such information should be reported to the Designated Safeguarding Lead – the child's Head of School – immediately
- Wear the appropriate School-issued Access Pass so that they are identifiable at all times whilst on site.

In order to support a peaceful and safe school environment the School will not tolerate visitors exhibiting the following:

- Disruptive behaviour, which interferes or threatens to interfere with any of the School's operation or activities anywhere on the School premises
- Any inappropriate behaviour on the School premises or surrounding parking area
- Threatening, in any way, a member of School staff, visitor, fellow parent/carer or child



## CODE OF CONDUCT: VISITORS

HRF-POL-014 |v1.3|Effective May 2024

---

- Physical contact with any child, unless part of the visitor's professional duties (eg Nurse or Doctor)
- Damaging or destroying school property
- Any recording of images of children. No photography or videography is permitted without the express permission of the member of staff responsible for the visit
- Using children's bathrooms. Adult visitors must use the bathrooms designated for staff/public use
- Exchanging contact details with a child
- Smoking, vaping, taking illegal drugs, the consumption of alcohol or the use of e-cigarettes on school premises
- Dogs or other animals being brought on to school premises (other than guide dogs).

**Should any of the above occur on school premises, the School may find it is necessary to take action by contacting the appropriate authorities and/or consider banning the offending adult from subsequently entering the School.**