

Code of Conduct for Visitors

February 2018

St. Joseph's

Catholic
Primary School



All visitors to St Joseph's Catholic Primary School will:

- Observe the same standards of behaviour and ethical conduct to those required of all school staff. For example, you are expected to act within the law, be honest and fair, respect others and work to the best standard of your ability.
- Appreciate that the Headteacher is the spokesperson for the school.
- Appreciate that children have rights and aspirations. Treat children with dignity and respect.
- Observe confidentiality in respect of all information gained through your participation as a visitor. All information held by schools should be handled with care. Some information is especially sensitive. Sensitive and/or personal information requires additional caution in the way it is treated. For example, you should not discuss nor disclose to others personal information about children, staff or parents and carers.
- Accept and follow directions from the contact person (teacher/headteacher) and seek clarification where you may be uncertain of tasks or requirements. You may need to familiarise yourself with the school's policies and guidelines on particular issues.
- Observe safe work practices which avoid unnecessary risks apply reasonable instructions given by supervisors, and report to the supervising staff and school administration any hazard or hazardous practice in the workplace.
- Report any problems as they arise to your supervisor/contact person, including incidents, injury or property damage.
- Where you have access to school resources, avoid waste or extravagance and make proper use of the resources of the school.
- School has separate policies for the Code of Conduct for Contractors.

This code of conduct forms part of contractual arrangements between visitors and the school.

Name:

Signed:

Date:

DBS Ref: