



West Kidlington
Primary & Nursery School
"BE KIND, GIVE YOUR BEST"

WEST KIDLINGTON PRIMARY SCHOOL

Code of Conduct for Visitors

- Please be prepared to show proof of identification when you arrive.
- Sign in/out on the iPad at the main reception (your photograph will be taken) and wear your visitor sticker/lanyard for the duration of your visit.
- Stay within the areas that are necessary for your visit and refer to your staff link if you need assistance.
- Support the school's Values PACT by being respectful and considerate towards members of the school and local community – our mantra is 'Be kind, give your best'.
- Smoking, consuming alcohol or any illegal substance is prohibited at all times.
- If you hear the fire alarm sound (continuous ring), report to the fire assembly point closest to where you are in the building so that you can be a counted for. If you are working with children/pupils lead them to safety and inform a member of school staff so that registers can be taken.
- If you hear the lockdown alarm (pulsing ring), go into the nearest room, close the door/windows and blinds/curtains (if you can), get down into a safe place (out of sight if you can), remain in silence and try to stay calm. Wait for further instructions via the school tannoy system.
- Any safeguarding or child protection concerns or disclosures must be reported immediately to the Designated Safeguarding Lead (Ms Pike) or another member of the school's safeguarding team (see information available outside the main office or on the safeguarding noticeboard in the main entrance or staff room).
- Do not use mobile phones in the presence of pupils.
- You will be expected to comply with the school's confidentiality policy.
- Computers are not to be used by visitors, unless you are approved to.
- Do not take/use images of pupils/students unless approved to by the Principal.
- Do not leave equipment unattended.

Many thanks for your support.

We hope you enjoy your time at West Kidlington