



ST BENET BISCOP  
CATHOLIC ACADEMY

## VISITORS IN SCHOOLS CODE OF CONDUCT

1. Always report to reception on arrival and show ID if requested to do so.
2. Do not use your mobile phone or take photographs on the school site without permission
3. Comply with the schools 24 hour call back time and appointment making procedure
4. Be courteous and polite to school staff
5. Do not to smoke on the school site
6. Avoid any conduct which would lead any reasonable person to question your motivation and intentions.
7. Recognise it is the responsibility of all adults to safeguard and promote the welfare of children and young people.
8. Never give your personal contact details to students, including mobile telephone number
9. Never be in contact with students without school supervision or permission
10. Stay within the agreed areas and access routes
11. Do not use profane or inappropriate language
12. Dress appropriately i.e. dress in a way such that:
  - i. It is not likely to be viewed as offensive, revealing, or sexually provocative.
  - ii. Does not distract, cause embarrassment or give rise to misunderstanding
  - iii. Is absent of any political or otherwise contentious slogans
  - iv. Is not considered to be discriminatory and is culturally sensitive
13. Observe the visitors code at all times
14. Be mindful of the need to avoid placing yourself in vulnerable situations.