

Visitors to the school are requested to read and understand the following rules and regulations in order to guarantee your time in school runs smoothly.

Please lead by example to our children

- Value and respect the ethos of St. Maddern's C of E Primary School (See over for our Mission statement and Aims)
- Value and respect all children and staff (See Code of Conduct for Visitors)
- Use appropriate language and behaviour with children – remember that your behaviour and attitudes are an example to the children at all times,

Safeguarding - Child Protection and Prevent Duty

- Please wear a visitors badge at all times.
- Do not be alone with a child
- If you feel any way uncomfortable about the behaviour of a young person please discuss this with the teacher and staff present.
- Please read the Keeping Children Safe Leaflet displayed at reception
- Be aware of who the designated lead for safeguarding is within the school. *This is Mrs Hilary Tyreman, head teacher and in her absence Mrs Sian Miles.*
- Please be aware that as a visitor to St Maddern's C of E School you are not allowed to disseminate any literature or express views that are prejudiced towards any group of people and that could be viewed as inciting hatred or intolerance of others.

Fire Safety

- Please sign in and out of the premises.
- Do not obstruct fire exits – even temporarily.
- Make sure you familiarise yourself with the fire exits

On line Safety

- Switch off or put mobile devices on silent.
- Mobile phones /devices must not be used in the school except in emergencies and the head teacher or teacher in charge must be informed
- Do not take any photographs/video or audio recordings of children unless this has been discussed and agreed by the head teacher and is part of your work. *Please note we do not allow any digital recordings or images to be taken off school site.*

General

- Report any breakages or accidents to the relevant person.
- No food (including chewing gum) to be consumed while working in the classroom.
- Check with reception where you can unload and park.
- Always use staff toilets and rooms.
- Avoid wandering around the school.
- Smoking or drinking alcohol is strictly forbidden on school premises.
- Be aware of who the designated lead for safeguarding is within the school. *This is Mrs Hilary Tyreman, head teacher and in her absence Mrs Miles.*

Visitors running workshops also need to note the following:

- A member of staff will ensure the area is safe and unoccupied if you are setting up a workshop
- Any equipment or work in progress that needs to be stored on school premises during the project must be highlighted to all staff and appropriate arrangements made.
- You are not allowed to distribute any literature or express any views that are prejudiced towards any group of people and that could be viewed as inciting hatred or intolerance of others.
- You are not expected to manage classroom behaviour; a teacher will be present at all times.

Please be aware that failure to follow these guidelines could result in a polite request to leave the premises.

This has been read and understood:

Name:

Signed:

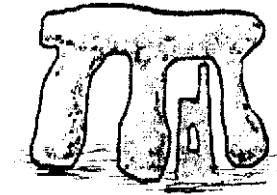
Date:

Governors' mission statement:

- At St Maddern's C of E School our mission is to educate children for 'life in its fullness' by educating pupils spiritually, intellectually, socially, morally, aesthetically and physically within a school firmly based on Christian principles and on the examples of Jesus in the gospels.

The school aims to achieve this by:

- Educating for Wisdom, Knowledge and Skills by following a curriculum that is broad, balanced and stimulates a sense of curiosity and excitement about the world and developed the full potential of every child in our care.
- Educating for Hope and Aspiration by providing a safe, nurturing and caring environment where child can take risks, build resilience and flourish.
- Educating for Community and Living well together by building positive relationships with our immediate school community, national and international community and for the school to be a hub of learning in the community.
- Educate for Dignity and Respect by promoting the character virtues of perseverance, respect and responsibility so that children leave the school resilient and trustworthy whilst displaying good manners and consideration for others.

Visitors' Code of Conduct for St. Maddern's C of E School

Inspire, Believe, Achieve

Welcome to St. Maddern's C of E School. We hope you enjoy your visit time with us. We have prepared the following Code of Conduct for all visitors and volunteers to St. Maddern's C of E School. Regular visitors and volunteers will receive induction with the Head teacher.