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**LANDHEAD PRIMARY SCHOOL VISITOR CODE OF CONDUCT**

**Welcome to our school and thank you for visiting. We hope you enjoy your time with us. Landhead Primary School is focused on the needs of our pupils - we ask all visitors to respect our aims and ethos. The purpose of this document is to offer information and guidance about your time here.**

 **• Please SIGN IN as you come in through the main door. Our Secretary Mrs Eakin will be happy to assist you.**

**• Visitors will be asked to confirm their identity upon arrival.**

 **• No photography is permitted whilst you are visiting the school without the express permission of the Principal.**

**• Mobile phones should be left in the office or switched off in classrooms and if there are children about. • All visitors are expected to SET A GOOD EXAMPLE to pupils through their speech and behaviour towards all members of our school. Aggressive behaviours will not be tolerated.**

 **• Please DO NOT SMOKE (including e-cigarettes) in the school building or school grounds.**

**• In event of a FIRE ALARM, please vacate the building via the nearest emergency exit. The Assembly Point is in the playground.**

**• Please ensure you do not have any PHYSICAL CONTACT with a child unless it is part of your professional duties e.g. Nurse or Doctor.**

**• Do not go in to the TOILET AREAS for work purposes if pupils are using the facilities. Adult visitors must use the designated toilets for staff.**

**• Inform us of any concerns you have about the SAFETY OR WELFARE of our pupils. • The DESIGNATED TEACHER for Child Protection is Miss Gibson (Acting Principal) and the DEPUTY DESIGNATED TEACHER for Child Protection is Miss Brolly.**