 **Visitor Code of Conduct**

 **Visitors – Please read before entering the school**

Welcome to Dromore Road Primary School. We, the Governing Body strongly believe that our school should be a welcoming and safe place for our children, staff, parents and visitors alike. We also have legal responsibilities for the safeguarding and wellbeing of children and staff, and a duty of care to all users of our school. To enable us to achieve this, we believe that all adults that enter our school site should display high standards of behaviour and conduct in order to encourage our pupils to do the same. Thus, we ask visitors to adhere to the following:

* + Visitors will be asked to confirm their identity upon arrival and asked to sign in and out of the building. Details will be used for track and trace purposes.
	+ A visitor’s badge should be worn, and clearly visible, when on the school premises.
	+ Visitors should stay within the areas that are necessary for your visit.
	+ Visitors must follow the school’s hygiene practices and current PHA guidance related to handwashing, sanitizing, social distancing, wearing a face mask etc
	+ Visitors should respect all in the school community and use appropriate language and behaviour with children, staff and parents. Behaviour which is regarded as unacceptable includes:
* Physical abuse, threatening, oppressive or aggressive behaviour or use of offensive language towards other adults, staff or children.
* Entering the school site under the influence of alcohol or drugs.
* Smoking or vaping anywhere on the school site.
* Visitors must follow the school’s Emergency Evacuation Procedures - If you hear the fire alarm sound, leave by the nearest exit and report to the fire assembly point in the school playground so that you can be accounted for.
* Visitors must comply with the school’s Confidentiality Policy.
* Any safeguarding or child protection concerns or disclosures must be reported immediately to the Principal, Mrs Mc Grath or Mrs English/Mrs K. Graham who are the designated people on the school’s Safeguarding Team.
* Visitors should avoid ever being left alone with a child or children. If you feel any way uncomfortable about the behaviour of a child please discuss this with the Principal or the designated child protection teacher, Mrs English.
* Never give a pupil a lift in your vehicle unless you have appropriate insurance, parental consent and a member of staff present.
* Mobile phones should not be used when on site. In an emergency please use the phone in the main office.
* All photography and filming within school is prohibited unless permission is granted from the Principal.
* If a child attempts to make contact with you through a social networking site, screen print the page, inform the school as soon as possible and do not respond.
* All visitors should be aware that Dromore Road has policies in place for Whistleblowing, Child Protection and Safeguarding and E-Safety - these are available on the school web site or a copy can be obtained at the main office.
* Visitors must not enter the school building if they are showing any signs of Covid-19 or have been asked by PHA to self-isolate.

We hope that you enjoy your time at Dromore Road Primary School. If you have any concerns or questions during your visit, please return to the school office and report to the office staff.

Thank you for your co-operation.

Sharon Mc Grath (Principal)