



# On-Site Visitor Code of Conduct 2024-2025



## Heage Primary School On-Site Visitor Behaviour Policy

### Introduction

At Heage Primary School, we believe that everyone—staff, children, and visitors—deserves to be treated with respect and dignity. We are all human beings and should interact with each other in a kind and considerate manner. The following guidelines outline the expected behaviour for all visitors to our school:

### Visitor Access

Schools are private property. People do not have an automatic right to enter. Parents have an 'implied licence' to come onto school premises at certain times, for instance:

- For appointments
- To attend a school event
- To drop off or pick up children

### Visitor Expectations

All visitors to Heage Primary School are expected to:

- Report to the school reception upon arrival.
- Sign in and out using the visitor logbook.
- Always wear a visitor badge while on school premises.
- Follow the instructions of school staff and adhere to school policies.
- Respect the school environment and the privacy of students and staff.

### Unacceptable Behaviour

The following behaviours are considered unacceptable and may result in visitors being asked to leave the premises:

- Disruptive or aggressive behaviour.
- Refusal to follow school policies or staff instructions.
- Trespassing outside of the permitted times or areas.



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### Behaviour Expectations

- **Respectful Communication:** All interactions should be conducted in a calm and respectful manner. Shouting, aggressive language, or any form of verbal abuse towards staff, children, or other visitors is strictly prohibited.
- **Consideration and Empathy:** Recognise that everyone at the school is working towards the common goal of providing a safe and supportive learning environment. Show empathy and understanding in all communications and actions.
- **Positive Engagement:** Engage with staff and students positively. Constructive feedback and polite inquiries are always welcome, but they should be delivered in a respectful tone.
- **Adherence to Policies:** Follow all school policies and staff instructions. These guidelines are in place to ensure the safety and well-being of everyone on the premises.
- **Conflict Resolution:** If a disagreement arises, it should be addressed calmly and through the appropriate channels. The school has procedures in place to handle conflicts and concerns effectively.
- **Consequences for Non-Compliance:** If visitors are unable to meet these expectations, they will be asked to leave the premises. Additionally, their implied right of access could be removed.

By adhering to these behaviour expectations, we can ensure that Heage Primary School remains a welcoming and positive environment for everyone. Thank you for your cooperation and understanding.