



**Code of Conduct**  
**For ALL Visitors at St Stephen's**  
**2025-2026**

This policy must be read in conjunction with [Guidance for Safer Working Practices](#).

Guidance for Safer Working Practices provides the basis of expectations of visitors and must be read before reading the Code of Conduct. This document aims to support all those working at or visiting the school to understand the expectations of them on a day-to-day basis. It makes reference to many other school policies for further reading.

All visitors must provide an excellent role model to children and the community alike.

It is expected that all visitors follow policies and procedures so that together we can provide the best possible environment and opportunities for our children.

When a visitor does not understand any part of the code of conduct or any school policy/procedure, it is their responsibility to ask questions and seek understanding from any DSL.

Any areas that a visitor feels that may be difficult for them to adhere to must discuss this with the Headteacher or a member of SLT so that they can be provided with appropriate guidance and support so they achieve the expectations.

**Supervision and Child Protection**

- All regular visitors read and comply with Keeping Children Safe in Education 2025 [part 1] the **Child Protection Policy /Guidance for Safer Working Practices/ Health and Safety Policy** [and **all** related policies and documents including Guidance for Safer Working Practice Policy] and sign that you have read all documentation.
- **All visitors** to the school must **read the safeguarding summary documents** and **be aware of fire and lockdown procedures**. Anyone visiting the school to **work with children** or visit on a **longer term basis** must also read our **safeguarding and child protection policy**.
- All visitors must report anything that is not in line with Guidance for Safer Working Practices.
- All visitors must report any **concerns about children, staff or any adult** even if it is a sense of unease or a nagging doubt **to the DSL or deputy DSLs**. If you are unable to speak with these people please contact the **Chair of Governors** or **Safeguarding Governor**
- Within our **Safeguarding and Child Protection Policy**, you will find guidance on procedures around **staff allegations**, this can also be found in the staffroom, resources room and outside the headteacher's office. At these locations, you can find more information about the **LADO** (Local Authority Designated Officer) and what you should do when you are concerned about another adults' behaviour.
- As part of your **safeguarding duties**, please read the **Whistle Blowing** policy so you can follow procedures when concerned about another person's behaviour.

- Any **concerns about the mental health** of any member of the community should be discussed with DSL/deputy DSL
- If you feel you need **support with any medical issues** please speak with a member of the SLT. Please also let SLT know about any medication that may impact on your day to day work so we can consider adaptations.
- If you feel comfortable, please fill out an IHCP (individual health care plan) so that we understand what we need to do in an emergency e.g. if you have asthma medication.  
\*Under EYFS guidelines, we also need to ensure safe storage of all medication.
- **Any potential gaps in safeguarding procedures or policies must be discussed with DSL/ deputy**
- Any comments that leads a member of staff to believe Domestic Violence has occurred must be reported to DSL/ deputy
- Anyone with a green lanyard [a person without a DBS] must be accompanied by an agreed adult with a DBS.
- In each room, please make sure you are aware of the guidance posters – **‘what to do if you are concerned about a child’, Emergency Fire and lockdown procedures.**
- If any **Child Protection** issues do arise you must report them to the **DSL, Elizabeth Bachour** or one of the Deputy DSLs. Please note that you will find details of the deputy DSLs on the poster around school called - **‘What to do if you are concerned about a child’**. There is a poster in the main entrance for ease of access. Please speak to the DSL in person or by phone.
- All adults must **wear a lanyard** at all times at school – so that children and adults can identify a trusted adult. Any adult not wearing a lanyard or visitor sticker during the school day must be approached and challenged.
- All visitors must adhere to our **‘Food in School’ policy** for the protection of children and adults – e.g. **strictly no nuts** policy applies to all staff and visitors. Please note that other food products are also restricted e.g. sesame seeds/ peppers and their derivatives. \*Please note we cannot have compost on site.
- Useful website which provides more information about policies, information re safeguarding - <https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk/>

## Personal Mobile Devices

- All visitors must adhere to our **Acceptable Use policies**.
- Personal devices can only be used in school with the permission of SLT and this will be recorded by the HT .
- The device must be **connected to our school WiFi** to ensure the content is being screened. **Turn off mobile wifi (3G/4G/5G)**. Joining instructions can be found at the school office.
- Children must **not be recorded** in any way [sound/ vision]
- Devices must not be plugged into the school sockets unless they have been **safety (PAT) checked** by an electrician and are tagged.
- Mobile phones or any other smart device are never to be used when working with or in the sight of children. Please be mindful of areas where children may be around/ enter unexpectedly e.g. corridors/office areas.
- DSL may need to use a phone to complete the CPOMS double security procedures

## Health, Safety and Medical Policies and Risk Assessments

- All visitors must read and comply with the **Health and Safety Policy**.
- We are a non-smoking school.
- We are a **nut-free** school. Please seek advice on other food products that cannot be eaten near children or on site.

- If you do not understand any aspects of our policies or risk assessments – please ask.
- All personal items are the responsibility of the owner - we cannot be held responsible for items that are lost or have gone missing.

### **Fire, lockdowns and evacuations**

- Walkie Talkies must be carried at all times including whilst in local areas
- All visitors must be aware of fire exits from any room that they will use. In addition, they must know an alternative route in case the original route is blocked.
- All fire doors must remain shut and not be propped open..
- Visitors must be aware of the Lockdown procedure and know what to do in the event of an event which initiates these procedures.

### **Premises**

- Visitors will only gain access to the building once identified and vetted at the school office.
- All visitors are responsible for **preventing tailgating** when entering or leaving the premises.
- All visitors are responsible for switching off lights, air-conditioning, projectors or other electrical equipment and shutting windows and doors where they are last to leave.
- All visitors are responsible for **locking external doors** behind them when they leave the building.

### **Behaviour**

- Any form of prejudice or discriminatory behaviour will not be tolerated. The DSL must be informed of any such incident.
- All visitors should always strive to take a positive, solution-driven approach to all aspects of school life and should avoid spreading negativity
- The behaviour of all visitors should be in line with our school values.
- Behaviour in and outside school must be in line with the school values and not bring the school into disrepute
- Physical contact with children should be in line with Positive Handling Policy and the Guidance to Safer Working Practices.
- All visitors must take a politically neutral stance when communicating with children and parents.
- All visitors must not share misinformation, disinformation or conspiracy theories, and if they hear them from any member of the community, must report to the DSL.
- Alcohol is not to be drunk on the school premises whilst children are present