

VISITORS GUIDELINES



We welcome you to our school and ask you to be aware of the following guidelines:

SAFEGUARDING—EVERYONE'S RESPONSIBILITY:

- Visitors must sign in the visitors book and/or CRB file
- Wear a visitors label
- Take note of the school's safeguarding procedures which are clearly available in the school entrance.

CONFIDENTIALITY:

- All school information should be regarded as confidential
- Visitors are reminded to be respectful of this at all times.

CODE OF CONDUCT:

- We expect exemplary conduct from our school community
- If visitors conduct is unacceptable, we will follow the DFE 'Code of Conduct' procedures (see poster).

VOLUNTARY HELPERS:

- We welcome voluntary helpers in our school
- Please follow all the above guidelines
- Make sure you have read the separate voluntary helpers guidelines, available from class teachers or on the school website: www.carltoncolville.suffolk.sch.uk