

Visitors Code of Conduct

Dear Visitor,

Welcome to our Woodentops.

This is our Visitors code of conduct.

Please read and we are happy to answer any questions you may have.

Keeping Children safe

While you are here, you need to observe some simple rules so that we can keep the children safe.

Please: -

- Sign in the visitors book and have your hands sprayed with Zoon hand sanitiser.
- Put your bag and coat in the office.
- Keep your mobile phone in your bag in the office, if you need to use your phone do so out of the main room in the office or outside away from the children.
- Do **not** take photos of the children.
- Do **not** speak to the children in a manner likely to cause them distress.
- Moderate your language and behaviour so it is suitable for the children.
- If you are concerned about a child, make a member of staff aware.
- Jackie is the designated safeguarding lead, Karen and Sue are the Deputy safeguarding leads.
- Do **not** discuss sensitive issues in front of the children, we can use the office.
- Do **not** use behaviour or language that may cause the child distress.
- You will not be left alone in the building with the children, a member of staff will always be present.

In an emergency

- visitors **must** listen to the manager in charge for instructions.
- If there is a planned fire drill, the visitor will be told at the beginning of their visit.

This policy was adopted on	25 th March 2019
Policy reviewed	1/1/22
Date for review	Jan 23

By providing this information in the visitor book, you are giving us consent to hold this information on you. We do store these details for 1 year on site then these are archived for 7 years before being shredded. Full details can be found in our Data Protection Policy on request.