



Code of Conduct for all visitors whilst at Brambletye

(Appendix 1 of the Guidance on Security, Access Control and Workplace Safety Policy)

Brambletye takes seriously its responsibility to safeguard and promote the welfare of the children and the young people in its care. To this end we would ask that you adhere to the following procedures whilst you are on the School site.

Do:

- Ensure a member of staff is aware that you are on site by signing in and out via the School Office in the Prep School and the Secretary's office in the Pre-Prep.
- Ensure that you read the relevant information on the following (see overleaf): Safeguarding; Health & Safety; Fire Safety & Emergencies; Accidents; Car Parking, Drives & Personal Property; Security and; Other. The safety of all visitors, pupils, staff and non-staff is the School's main concern.
- Ensure that you familiarise yourself with the Visitor's book 'Notice for all visitors' and wear your visitor pass in a visible location at all times whilst on the school site.
- Make sure there is always a member of staff with you at all times, unless it has been agreed at the time of your arrival that this is not necessary.
- Expect courtesy and respect from the children.
- Use appropriate language and value and respect different racial origins, religions, cultures, beliefs and languages. Do not promote your own political or religious beliefs.
- Only use visitor toilets.
- Feel free to speak to the children if necessary. They should respond in a positive and friendly manner.
- Remember to sign out, record your time of departure and return your visitor pass when leaving the site.

Do Not:

- Enter a room alone if there is a child present. Always ask a member of staff to escort you.
- Physically comfort a child as this may be misinterpreted. Should you ever witness a child who is upset, speak calmly to them and summon help.
- Never be rude or reprimand a child even if you feel they need it. Ensure you tell a member of staff what has happened and let them deal with the situation.
- Take photographs at any time without the consent of the Headmaster.
- Smoke on the premises.
- Use your mobile phone in the Pre-Prep building. This is to conform with the School's legal obligation to protect Early Years children.

Safeguarding

Brambletye is committed to safeguarding and promoting the welfare of children and young people and expects all staff, non-staff and visitors to share in this commitment. If you have any concerns that a child has been harmed, is at risk or you receive a disclosure, please contact the School Office / Reception as quickly as possible and ask to speak to a member of staff with responsibility for Safeguarding / Child Protection. Members of staff with Child Protection responsibilities are:

- Tom Elphinstone (Deputy Head) – Designated Safeguarding Lead
- Hannah Basham (Head of Boarding) – Deputy Designated Safeguarding Lead Prep School
- David Brundish (Head of Lower School) – Deputy Designated Safeguarding Lead Prep School
- David Finch (Assistant Head Pastoral) – Deputy Designated Safeguarding Lead Prep School
- Kate Fleming (Head of Pre-Prep) – Deputy Designated Safeguarding Lead Pre-Prep (incl. EYFS)

Health and Safety

All visitors are subject to the Health and Safety at Work Act 1974; the Management of Health and Safety at Work Regulations 1999; and the School's policies whilst on the premises. All visitors have a legal duty to care for the Health and Safety of yourself and others. Brambletye's Health and Safety policy and Guidance on Security, Access Control and Workplace Safety Policy are available on request from the Headmaster's PA.

Fire safety and all emergencies

In the event that the fire alarm is sounded, all visitors should vacate the building / area using the nearest available exit and proceed to the Fire Assembly Point (adjacent to the Theatre if you are visiting the Prep School and in the Pre-Prep car park if you are visiting the Pre-Prep). Please remain at the Fire Assembly Point until otherwise instructed ensuring you make yourself known to the person taking charge.

Accidents

In the event of an accident, incident, illness or near miss, please report to your host or the School Office / Reception immediately so that appropriate action can be taken.

Car Parking, drives and personal property

The School drive is a one-way system and there are speed humps and warning signs restricting speed. Please drive carefully at all times.

Do not park on narrow drives which could obstruct the passage of coaches or emergency vehicles.

All vehicles are left on school property at the owners' risk. The School cannot be held responsible for any loss or damage to vehicles and/or personal property whilst using or visiting the School.

Security

Please note that these premises are covered by CCTV.

Other

In the case of any queries, please contact your host or the School Office / Reception.