



Brambletye Visitor Code of Conduct and Safety Guidance

This guidance is Appendix 1 of the Guidance on Security, Access Control and Workplace Safety Policy and outlines the Code of Conduct for all visitors whilst at Brambletye. It is based on Brambletye's commitment to safeguard and promote the welfare of children. All visitors are expected to share this commitment, as the safety of all on site is the School's main concern.

Essential Visitor Procedures ("Do's")

- You must ensure a member of staff is aware you are on site by signing in and out.
 - Prep School: Sign in/out via the School Office.
 - Pre-Prep: Sign in/out via the Secretary.
 - Other contractors: Sign in/out via the Estates office.
- Wear your visitor pass in a visible location at all times whilst on the school site. Familiarize yourself with the Visitor's book 'Notice for all visitors'.
- Sign out, record your time of departure, and return your visitor pass when leaving the site.
- A member of staff must be with you at all times, unless it has been explicitly agreed upon arrival that this is not necessary.
- Please ensure you read the relevant information on the second page relating to: Reporting concerns; and Health, Safety and Security.
- Use appropriate language and value and respect different racial origins, religions, cultures, beliefs and languages.
- Expect courtesy and respect from the children.
- Only use visitor toilets.
- You may speak to the children if necessary; they should respond in a positive and friendly manner.

Restricted Actions ("Do Not's")

- Do not enter a room alone if a child is present; always ask a member of staff to escort you.
- Do not physically comfort a child as this may be misinterpreted. If you witness a child who is upset, speak calmly to them and summon help.
- Never be rude or reprimand a child. Ensure you tell a member of staff what has happened and let them deal with the situation.
- Do not take photographs at any time without the consent of the Headmaster.
- Do not use your mobile phone in the Pre-Prep building. This is to conform with the School's legal obligation to protect Early Years children.
- Do not promote your own political or religious beliefs.
- Do not smoke on site unless within the designated area available at the rear of the Hive.

Reporting Concerns & Emergencies

Safeguarding Concerns

If you have any concerns that a child has been harmed, is at risk, or you receive a disclosure, contact the School Office / Reception as quickly as possible and ask to speak to a member of staff with responsibility for Safeguarding / Child Protection.

Fire and Evacuation

In the event that the fire alarm is sounded, all visitors should vacate the building / area using the nearest available exit.

- Fire Assembly Points:
 - Prep School: Adjacent to the Theatre.
 - Pre-Prep: In the Pre-Prep car park.

Please remain at the Fire Assembly Point until instructed otherwise, 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.

Health, Safety, and Security

Health & 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.

Car Parking: The School drive is a one-way system and has 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.

Security: Please note that these premises are covered by CCTV.

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