



## Al-Khair School

# Visitor Code of Conduct

1. On arrival on the school site, visitors must register at the School Office giving their name, organization and purpose of the visit and provide photographic I.D. to the School Office staff.
2. Visitors will be given an identification badge/sticker. School Office staff will bring the school's emergency evacuation procedures to the visitor's attention.
3. Visitors must wear this identification badge/sticker in order that it can be seen at all times during their visit.
4. Visitors must be accompanied by a staff member throughout their visit.
5. Visitors must leave the School via the School Office and sign out.
6. If visitors notice any unsafe or inappropriate behaviour or health and safety issues, they must report them to the School Office.
7. Visitors must take reasonable care of their own health and safety and that of others at the School.
8. Visitors must not reveal to anybody outside School personal information they may learn in the course of their visit.
9. Visitors undertake that they will abide by the School's equality commitments, that they must make no statements which might cause offense to others, or otherwise undermine tolerance of other faiths or beliefs and must not introduce extremist material into the school.
10. Should there be an emergency evacuation; a member of staff will accompany visitors out of the building and to the nearest assembly point.
11. Visitors must observe the School's no smoking policy (including e-cigarettes) on all School premises.
12. Visitors must not take photographs, which include pupils, or members of staff.
13. All visitors and contractors are responsible for their own personal possessions and in case of any loss and damage the school will not be responsible.