

**St Joseph's**



**Pre-School**

Registered Charity Number 1089094

## **Visitor's Code of Conduct**

### **Welcome to St Joseph's Pre-school**

As a visitor we would request that you conduct yourself in a manner which is appropriate to our environment.

- The language you use.
- Your tone of voice.
- Your body language- remember you are bigger than our children.
- Use of mobile phones, electronic devices and tablets is prohibited with exception from our pre-school devices.
- Please understand that you will not be left alone with the children during your visit.
- Ensuring the safeguarding of our children is paramount. As a visitor, should you become aware or give rise to concern about an incident/practice witnessed within the setting, please inform the Designated Safeguarding Lead (Natalie Finn-Powers, Lead Practitioner), or Deputy Designated Safeguarding Lead (Kayleigh Niven, Deputy Practitioner).
- All practitioners are Paediatric First Aid trained. Please report any first aid needs to the Lead or Deputy Practitioner.

Please sign in and out on the school iPad to enable us, and St Joseph's Catholic Primary School, to track attendance on site and to support us in the event of a fire.

In case of a fire, follow a staff member, leaving the building by the nearest available exit. Stay with the team until we are advised we can return to the building.

Thank you for reading and please enjoy your visit.

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