

Ashgrove Primary School



"Learning, Caring, Growing Stronger Together."

VISITOR CODE OF CONDUCT

Welcome to our school and thank you for visiting. We hope you enjoy your time with us. Ashgrove Primary School is focused on the needs of our pupils- we ask all visitors to respect our aims and ethos. The purpose of this document is to offer information and guidance about your time here.

- ✓ Please **SIGN IN** at Reception and wear a **VISITORS TAG** at all times. Our Secretary Mrs Lamont will be happy to assist you.
- ✓ All visitors are expected to **SET A GOOD EXAMPLE** to pupils through their speech and behaviour towards all members of our school. Aggressive behaviours will not be tolerated.
- ✓ Please use and respect the designated **PARKING AREAS** for visitors.
- ✓ Please **DO NOT SMOKE** (including e-cigarettes) in the school building or school grounds.
- ✓ In event of a **FIRE ALARM**, please vacate the building via the nearest emergency exit. Details of exits and Assembly Points are displayed throughout the school.
- ✓ Please ensure you do not have any **PHYSICAL CONTACT** with a child unless it is part of your professional duties e.g. Nurse or Doctor.
- ✓ Do not go in to the **TOILET AREAS** for work purposes if pupils are using the facilities. Adult visitors must use the designated toilets for staff.
- ✓ Inform us of any concerns you have about the **SAFETY OR WELFARE** of our pupils.
- ✓ The **DESIGNATED TEACHER** for Child Protection is Mr Morrow (P6) and the **DEPUTY DESIGNATED TEACHER** for Child Protection is Mrs Luney (P5).



Mr Morrow
Primary 6 Teacher

Mrs Luney
Primary 5 Teacher

Mr Smith
Principal

