



Southgate School Visitors' Code of Conduct

Welcome to Southgate School

At Southgate, pupils always come first.

We insist that visitors also always work in the best interests of our pupils.

By attending our site, visitors agree to our Visitors' Code of Conduct.

[All visitors must sign in at reception.](#)

The school expects all visitors to support our nurturing values and ethos of care:

- Respect the vision and values of the school
- Model calm and positive behaviour – follow the models set by our staff
- Be understanding about the complexity of our young people and their individual needs
- Do not judge or intervene in any incidents of pupil behaviour
- Approach school staff to help resolve any issues
- Maintain confidentiality: any issues observed, discussed or overheard linked to pupils, families or staff must not be discussed out of school

To support a positive and safe school environment, we ask all visitors to:

- Be polite and respectful to all school users (including other visitors), avoiding any loud or offensive language
- Refrain from using physical aggression or chastising any adult or pupil (including visitors' own children)
- Behave in a way that does not disrupt the operation of any aspect of the school
- Look after school property
- Follow our Mobile Phone Policy and Online Safety Policy
- Stay within the areas necessary for the visit
- Refrain from smoking, consuming alcohol or using any illegal substance (this includes being under the influence)
- Report to the nearest fire assembly point in the event of the fire alarm sounding (Castle Hill or Emley Moor Playground). Visitors working with pupils must make themselves aware of fire procedures, and support in leading pupils to safety.
- Report immediately any safeguarding or child protection concerns, along with any issues regarding health and safety. Our Designated Safeguarding Leads (DSLs) are:

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| Naomi Fan | Ruth Cranmer | Kate Emptage |
| Liz Stevenson | Shabana Alim | Rebekka Bojanowski |
| Charlotte Gaffigan | Liz Drye | |

Thank you for following our Visitors' Code of Conduct

Abusive and aggressive behaviour is not tolerated: school must remain a safe place for all users. If a visitor's behaviour is unreasonable or they are unable to follow our Code of Conduct, we reserve the right to withdraw permission to be on school premises.

[Please remember to sign out.](#)