An Daras Multi Academy Trust

www.andaras.org

MAT Visitor Agreement – 2016/17

All **visitors to MAT schools** are required **to sign in** and by doing so **agree** to the following:

Identification - Photo ID must be provided and the issued identification badge must be worn at all times. You will be challenged by school staff if identification is not visible.

School Code of Conduct – Must be adhered to whilst on the school site.

Mobile Phones - Must be on silent /switched off and out of sight (e.g. in a handbag or pocket). They must not be accessed in a space where children are present (e.g. classroom, playground).

DBS - Visitors without a current DBS clearance should not approach or speak to children without a member of staff present.

Safeguarding - Concerns regarding pupils or staff should be referred to the Head of School.

British Values - Messages communicated to pupil s must;

- support fundamental British Values and our school values;
- be consistent with the ethos of the school and do not marginalise any communities, groups or individuals;
- not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies

Fire – If a fire alarm sounds please leave the classroom or work area by the nearest exit shutting the doors behind you. Please make your way to the assembly point (main playgrounds).

Health and Safety – Visitors need to exercise due care and attention and report any obvious hazards, concerns or accidents to the school office. The Asbestos Register must be checked/signed by all contractors prior to work commencing.

Photography – No photos must be taken whilst on the school site without the permission of the Head of School/Head Teacher.

Please note the whole school site including grounds is a **NO SMOKING AREA**. This prohibition includes electronic or vapour devices.

All relevant school policies are available on the school website.

W. Hermon

ADMAT CEO – Sept 16