**St. Patrick’s P.S. Hilltown**



**Code of Conduct**

**for visitors**

**(up-dated for Covid-19 Practices and Procedures)**

**September 2020**

**Progress Through Partnership**

**Code of Conduct for Visitors**

**Covid-19 Practices and Procedures 2020-2021**

* All visitors park in the church carpark, walk past the Parochial House and enter the school through the buzzer gate.
* Report to Reception on entry into the Main School Foyer and sanitise or wash hands on arrival.
* Mrs Brown will record your entry in the ‘Signing-In’ book.
* Visitors should wear a face covering while in transit through any part of the building.
* Visitors should always maintain a minimum of 2m distance from adults and pupils
* Visitors should not speak to or approach the children inside or outside the school building.
* Visitors should **never** enter the children’s bathroom areas at any time or for any reason, even if directed to by another adult.
* Visitors should ask before using the Staff bathroom.
* Visitors must use appropriate language in front of the children. Breaches of this rule will be referred to Miss Lawless, Principal.
* Visitors should not use mobile phones or cameras in the school building or on the overall school site while children are present.
* **Mobile phones must not be used in public areas in the interests of Safeguarding and Child Protection.**
* **EA teaching staff** may need to use a mobile phone for purposes of communication with parents during the current Covid-19 practices. They may use Staffroom 3 (the kitchen of the Parochial Hall) if they need to have a cup of tea or a lunch-break.
* Smoking is strictly prohibited in any area on the school site.
* Visitors must always conduct themselves in such a way that their intentions or motives could not be questioned.