



# Visitors' Charter

Accepted:	Review Date:
September 2016	September 2018

# Welcome to Whitehouse Primary School

A visitor is considered as any adult visiting the school in a social or professional capacity.

- We hope you enjoy being part of our school during your visit.
- Pupils' safety and wellbeing is one of our core responsibilities. We request that all visitors act in a fashion that recognises the rights and needs of all our pupils. (A copy of the Child Protection Policy is available from the office for your inspection).
- All our staff members and pupils are valued and respected. Visitors' conduct towards staff and pupils must be professional and polite. Action will always be taken, as an issue of policy, if a staff member or pupil is treated inappropriately.
- All staff members respect pupils and pupils are expected to respect staff and visitors.
- All visitors must sign in and out at reception.
- Visitor passes/or official educational identification badges must be worn by all adult visitors entering the school while children are on the premises. Visitors not wearing passes/badges will be challenged. Education Authority or Department of Education employees with their own photograph identification badge can simply be signed in and out by the office staff.
- Photograph, video or/and sound recordings must not be taken without the permission of a member of the Senior Management Team.
- Visitors' language must always be age and context appropriate.
- No pupil should be approached by a visitor without the permission of a member of staff.
- Adult visitors must not use pupils' toilets.
- All visitors must obey reasonable instructions from staff members.

Pastoral Care Team:

Designated Teacher for Child Protection

Deputy Designated Teacher for Child Protection - Nursery

Deputy Designated Teacher for Child Protection - Primary

Deputy Designated Teacher for Child Protection - Primary

Mrs. R Watson (Year 7 Room 14)

Mrs. C Spratt (Nursery 2)

Miss C Hasson (Year 1 Room 1)

Mr. G Harris (Year 6 Room 15)

Yours faithfully,

Mr F. Bailie

Principal