



## Code of Conduct for BISP Visitors and Guests

Please read and acknowledge this code of conduct before entering the school campus by [completing this online form](#).

*BISP welcomes visitors and guests to the campus at appropriate times and by invitation.*

*We expect all visitors to BISP to adhere to the following code of conduct, to protect our school community.*

*We ask all visitors and guests to behave with **Respect, Compassion and Integrity**.*

**For security purposes, CCTV is in operation at all times on the school campus in certain locations.**

**You may be asked to provide a photographic ID at the entrance.**

*Everyone, particularly in a school, has a duty to protect children from harm and respond to child abuse under the United Nations Convention on the Rights of the Child. Our policies and practices are aligned with our mission, vision, values and guiding statements. We believe that every child, regardless of age, has the right to be protected from any risk of harm and that well-being should be nurtured across the whole school community.*

[Privacy Policy](#)

### **General Expectations:**

Visitors should:

- Dress respectfully and avoid wearing any revealing or inappropriate clothing while on campus
- Follow the guidelines provided by the staff member who will accompany you or supervise/coordinate your visit and adhere to the agreed purpose of your visit
- Refrain from initiating interactions with students during a standard school day, unless authorised by a teacher
- Abide by the [BISP Responsible Use Policy](#), when using technology
- Follow directions of staff and security in the event of an emergency
- Report any information related to Child Protection matters that you may come across to the Headmaster or our Designated Safeguarding Leads (Primary and Secondary Principals)

### **Security and Safety**

- Keep your BISP identification visible whilst in school
- Please ensure that your personal belongings are either with you or stored in a designated and secure location
- Only use toilets and changing rooms identified for adult use
- Avoid situations that could potentially lead to allegations of inappropriate or offensive conduct, such as unnecessary physical contact, using student facilities, or engaging in perceived private conversations with students
- If your visit requires interaction with students, you will be advised where you can work and how this will be supervised

### **Privacy and Confidentiality:**

- Visitors must not share information about our community members (students; staff; parents) without authorisation by the Headmaster
- Visitors and guests require prior authorisation to take any images or videos
- Do not post information via any digital or social media platform without authorisation from the Headmaster or as advised in your invitation or event privacy policy
- Any personal data made available or seen during a visit should be kept strictly confidential