



Visitor Code of Conduct

Isaac Newton Academy expects the highest standards of conduct from all stakeholders and visitors associated with the academy. This code of conduct extends to any visitors including parents, relatives, visiting professionals and contractors. When entering the academy, all visitors agreeing to adhere to the academy visitor code of conduct below.

- All visitors **MUST** sign in via the electronic system and wear an INA photo ID at all times. **Any person that refuses to sign into the academy this way will not be allowed access to our site.**
- A **RED** lanyard means you will be supervised at all times in the academy as we do not have the necessary clearance documentation.
- A **BLACK** lanyard means we have received the necessary clearance documentation and you will have unsupervised access where required.
- **We will not tolerate any abusive or aggressive behaviour/language from any member of the school community or visitors to the academy.** If any of this behaviour is observed, the person will be asked to leave the site and appropriate action will be taken. This may include contacting the police and being banned from accessing the site.
- We expect **all** visitors to always behave in a professional and appropriate manner. If your conduct falls short of these expectations, then you may be asked to leave the academy.
- **Safeguarding is everyone's responsibility, all the time.** Please ensure that you follow the instructions in this INA Safeguarding leaflet should any issues arise.
- We believe in equality and that everyone should be treated with respect and consideration. Visitors are expected to treat all adults and children in this academy with respect.
- Visitors **may not** distribute any leaflets, booklets, contact cards or other materials, unless prior approval from the Principal has been obtained. Any information due to be presented to students must be checked and agreed prior to your visit.
- Visitors may not use the internet or access the academy's Wi-Fi without prior agreement from the Principal.
- Visitors should be dressed appropriately for an educational establishment.
- Smoking is not permitted anywhere on the academy site or perimeter.
- Accidents **must** be reported to reception before you leave the academy.

Thank you for respecting and adhering to our Code of Conduct