Hall School

Visiting Professionals

Guidance for Visiting Professionals

Welcome

We are delighted to have you at Hall School. This guidance outlines essential expectations to ensure a safe, professional, and positive experience during your visit.

Arrival & Daily Routine

- **Sign in** at the main entrance using the iPad (required for fire safety).
- **Absence:** If you cannot attend, call **01603 466467** promptly or email office@hall.norfolk.sch.uk

Professional Conduct

- Act with **integrity, respect, and professionalism** at all times.
- Maintain **proper boundaries** with pupils and staff.
- Avoid foul language, discrimination, or any behaviour that could bring the school or your organisation into disrepute.
- Report any safeguarding concerns immediately to the **Designated Safeguarding Lead (DSL)**.

Safeguarding

- Follow **Keeping Children Safe in Education (KCSIE)** and school safeguarding policies.
- Never promise confidentiality to pupils; share concerns with the DSL.
- Be alert to signs of abuse, neglect, or exploitation.
- Challenge inappropriate behaviour and report concerns without delay.

Dress Code

- Wear **appropriate, modest clothing** and full shoes (no sandals or Crocs).
- Avoid excessive jewellery and offensive tattoos.
- Remember you are a **role model** for pupils.

Technology & Confidentiality

- Do **not** use personal devices to photograph or contact pupils.
- Follow the school's **ICT and Acceptable Use Policy**.
- Maintain confidentiality: Do not discuss pupils or staff outside school or on social media.

Interactions with Pupils

- Keep relationships **professional** and avoid personal contact or gifts.
- Physical contact should only occur when necessary (e.g., first aid) and in line with school policy.
- Respect pupils' privacy during personal care and changing.

Health & Safety

- Familiarise yourself with emergency procedures and evacuation routes.
- Smoking, vaping, alcohol, and drugs are **prohibited** on site.
- Report any hazards or incidents to staff immediately.

Meals & Facilities

- Staff room is available for lunch.
- School meals can be purchased; sign up in the morning and pay daily.
- Packed lunches are welcome.

Key Principles

- **Safeguard pupils** at all times.
- **Act professionally** in and out of school.
- **Respect confidentiality** and data protection laws.
- **Ask questions** if unsure staff are here to help.