



Woodland Pathways

Visitor Code of Conduct & Site Expectations Policy

**Date created or revised: 0925
Date of next review: 0926**

1. Purpose

This document outlines the expectations for all visitors attending Woodland Pathways, including:

- Commissioning Local Authority staff
- School representatives
- External professionals
- Contractors and volunteers
- Parents/carers attending sessions (where agreed)

Its purpose is to ensure:

- The **safety and wellbeing of all learners**
- Compliance with **safeguarding and Local Authority requirements**
- A **professional, respectful, and well-managed environment**

2. Safeguarding

Safeguarding is the **highest priority** at Woodland Pathways.

All visitors must:

- Follow staff instructions at all times
- Never be left alone with learners
- Maintain appropriate professional boundaries
- Report any safeguarding concerns immediately

If you are concerned about a child:

👉 Report immediately to the Designated Safeguarding Lead (DSL) Tom Underwood.

Visitors must:

- Not ask learners personal or sensitive questions
- Not engage in unsupervised interaction

Failure to follow safeguarding procedures may result in:

- Immediate removal from the site
- Reporting to commissioning bodies

3. Supervision and Interaction

Visitors:

- Must remain supervised at all times
- Must stay within designated areas
- Should observe rather than lead or intervene unless invited

Visitors must not:

- Deliver activities unless formally agreed
- Provide instructions to learners
- Interfere with staff practice

4. Use of Mobile Phones, Cameras and Media

To protect learners:

- Personal devices must not be used to:
 - Take photographs
 - Record video/audio
 - Store learner information

Images or recordings:

- May only be taken with:
 - Prior written permission
 - Approval from the DSL and commissioning party

Visitors must not:

- Share information about learners or sessions on social media
- Post images, names, or details relating to Woodland Pathways

5. Confidentiality

Visitors must treat all information as strictly confidential.

This includes:

- Learner identity
- Behaviour or needs
- Staff practice
- Session activities

Information must not be:

- Shared externally
- Discussed with unauthorised individuals

Important:

Safeguarding concerns must always be reported — confidentiality does not override safeguarding.

6. Health & Safety

Visitors must:

- Follow all health & safety instructions
- Attend site briefings where provided
- Respect boundaries, especially in outdoor environments

Visitors must:

- Wear appropriate clothing and footwear
- Follow guidance on tools, fire, or outdoor activities

All hazards or concerns must be reported immediately.

7. Conduct and Behaviour

Visitors are expected to:

- Act professionally at all times
- Treat all individuals with respect
- Support an inclusive and safe environment

The following will not be tolerated:

- Discriminatory or inappropriate behaviour
- Aggressive or disruptive conduct
- Behaviour that compromises safety or wellbeing

8. Equality, Diversity and Inclusion

Woodland Pathways promotes:

- Inclusion
- Respect for diversity
- Equality of opportunity

Visitors must:

- Respect all protected characteristics
- Avoid discriminatory language or behaviour
- Support a safe and inclusive environment

9. Outdoor Provision Expectations

Due to the nature of Woodland Pathways:

Visitors must:

- Follow all environmental safety guidance
- Respect site boundaries
- Be aware of:
 - Uneven terrain
 - Weather conditions
 - Tools and equipment

10. Compliance with Staff Direction

Visitors must:

- Follow instructions from Woodland Pathways staff at all times
- Respect professional judgement and safeguarding decisions

If asked to:

- Leave an area
- Adjust behaviour
- End a visit

This must be complied with immediately

11. Breach of Conduct

Failure to comply with this Code may result in:

- Immediate removal from site
- Termination of visit
- Reporting to:
 - Commissioning Local Authority
 - School or employer

12. Acknowledgement

All visitors must confirm they have read, understood, and agreed to follow the Woodland Pathways Visitor Code of Conduct, when they sign in , logged in the Visitor Sign In Log book

Appendix 1

Visitor Briefing Script

“Welcome to Woodland Pathways — thank you for attending today.

Before we begin, I just need to run through a few important points to ensure everyone’s safety and wellbeing.

Safeguarding

- Safeguarding is our highest priority
- Please remain with staff at all times
- You must not be left alone with learners

If you have any concerns about a child, please report them to me immediately.

Conduct

- Please observe rather than intervene unless invited
- Treat all learners and staff with respect
- Follow staff instructions at all times

Phones and Confidentiality

- No photos, videos, or recordings are permitted
- Please do not share any information about learners or sessions

Health & Safety

- Stay within designated areas
- Follow any instructions relating to the environment or activities

If you have any questions at any point, please ask.

Thank you for your cooperation — we hope you find the visit useful.”