

# Parent/Visitor *Code of Conduct*

When visiting the British School of Guangzhou, you will be treated with integrity, care and respect.  
Please:

- ensure you swipe your school ID card or sign in at the appropriate security point/reception desk
- note that CCTV is in operation throughout the campus
- note that no smoking is allowed on campus
- follow staff instruction if an alarm or siren is sounded

The school has a strong commitment to ensuring that we provide a safe environment for all of our students and staff. When visiting, we expect that all visitors:

- do not enter classrooms without permission from a member of staff
- do not take photographs or videos of any students without the school's permission
- ensure they are not alone with or in overly close proximity with any student
- do not touch or invade the personal space of any child, other than their own children
- do not give or accept personal information from any student
- use only designated adult toilets and under no circumstances enter changing room areas

If you would like to discuss any part of our safeguarding practices or policies, either during or after your visit, please contact any of our Designated Safeguarding Lead teachers:

- Mr. Mark Stephenson (Early Years & Primary DSL)
- Ms. Helen Russell (Secondary DSL)
- Ms. Monica Daryani (Chief DSL)

# 家长/访客 行为准则

广州英国学校将诚恳、细致地礼待您的每一次来访。来访时请您：

- 确保使用学生卡刷卡进入学校或在学校保安接待处进行来访登记；
- 知悉校园内实行24小时视频监控；
- 知悉校园内禁止吸烟；
- 在警报或警笛鸣响时，遵循学校工作人员指引；

广州英国学校坚决承诺为我校全体学生及教职员工提供一个安全的在校环境。我们期望所有访客可以通过遵守以下准则以支持我校的安保工作。

在学校范围内，请配合遵守：

- 未经校内工作人员许可，切勿进入任何教室；
- 未经学校许可，切勿对任何学生进行照片拍摄或视频拍摄；
- 切勿与任何学生独处或与任何学生过于近距离接触；
- 尊重自己孩子及每位学生的私人空间不受侵扰；
- 切勿向任何学生提供或收集私人信息；
- 请使用指定的成人洗手间，知悉在任何情况下均不得进入校内更衣室；

在您来访我校期间或访问结束后，如需进一步与我们讨论我校的安全保护措施及相关规定，请与以下我校指定的安全保护措施负责人联系：

- Mr. Mark Stephenson (Early Years & Primary DSL)
- Ms. Helen Russell (Secondary DSL)
- Ms. Monica Daryani (Chief DSL)

诚挚感谢您的合作，让我们能以最大限度确保广州英国学校全体学生及教职员工的在校安全。