



Code of Conduct

Clients of Mer-Fin Swim Ltd must observe this Code of Conduct at all times while on the Prestfelde School site. This includes while in the pool building and while on any part of the school's premises, including in any carparking areas and while using the pedestrian pathway leading to and from the pool building.

The aim of this Code of Conduct is to keep you and our pupils, parents, staff and other visitors safe, and to comply with our child protection and safeguarding obligations.

Please be advised that there are CCTV cameras in use at the school.

What you must do while on the Prestfelde site

Parking Rules

- You must comply with the school's parking rules, which have been communicated to you by Mer-Fin Swim Ltd. In summary, these provide that you **are not permitted to park anywhere on the school site before 6pm on weekdays during our term-time** and you may only park on the front carpark (off London Road) after 6pm on weekdays, from 9.45am to 3.15pm on a Sunday, and anytime when Prestfelde is closed for the holidays, but **only** if there is space available.

- When parking is permitted on the front carpark in accordance with these rules, you must ensure that you only park in the marked bays and you **must not** under any circumstances park in a bay that is clearly reserved for school staff or residents, which has a drop-down bollard in it or which is marked for disabled drivers only (unless you are a registered blue badge holder and have written permission from Prestfelde School to park on the school site and you have displayed your blue badge clearly on your vehicle's dashboard). No parking should take place at any time outside of a marked bay or in the area hatched yellow in front of the school's reception building, as the front carpark of the school is a designated emergency vehicle route and clear and unobstructed access into and around the carpark is therefore required at all times.
- Where parking is not permitted on the front carpark or where no spaces are available during permitted parking periods, parking is instead available at the Shirehall overflow carpark on London Road, which is located directly opposite Warner Furnishings and the White Horse Pub. Please do not park opposite the entrance to the school on London Road, as this is also an emergency vehicle access route.
- If you breach the school's parking rules, then you should expect to be challenged about this and asked to move your vehicle. Please be respectful if this occurs and follow instructions.

Conduct and Behaviour Rules

- When you arrive at the school, please proceed directly to the pool building using the designated pathway and exit the same way. Please exercise appropriate caution as there may be vehicles moving around while you are on site.
- Under no circumstances should you enter the main school site through the gates on the front car park or up at Preston Street. The main school site is strictly out of bounds at all times.
- Due to the age of our pupils (who are 3 to 13) we operate a strict no mobile-phone or devices policy, which applies to everyone who comes to the school. Therefore, please ensure that no mobile phones or other portable devices are used during your visit to us.

- You must not take any photographs while on the school site. This is due to the possible presence of Prestfelde pupils, staff and other visitors to the school, who may be on site at all hours of the day and night, given that we are a boarding school as well as a day school.
- Children under the age of 18 must be supervised at all times by a responsible adult. This includes non-swimming children who are accompanying swimmers to lessons.
- Where you cause damage to the school's property or to a vehicle parked on the school site (or you observe someone else doing this), you must let Mer-Fin Swim know immediately so that they may notify Prestfelde School of this. Any damage caused will need to be paid for.
- You must also not smoke, vape, use e- cigarettes, drink or consume any illegal substances while on the school site.
- Only drinking water may be consumed while in the pool building. Under no circumstances must any food be brought into or consumed while in the pool building.
- Please remove all litter and dispose of it in the bin in the foyer area which leads to the changing rooms or in the bin outside the pool building, and do not drop or dispose of chewing gum while on the school site. Please also ensure that you take all your belongings home with you at the end of each session.
- You must follow all instructions given to you by Prestfelde and Mer-Fin Swim staff and refrain from using foul, abusive, offensive, intimidating or harassing language.

Failure to follow these rules may lead to you being excluded from the school site either on a temporary or permanent basis.

Thank you.