



TADDINGTON/PRIESTCLIFFE C OF E (A) PRIMARY SCHOOL

Visitor Procedures

September 2015

The implementation of this policy is the responsibility of all of the staff within the school community.

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help the school community in a variety of ways. However, our overriding concern is for the safety of the children in our care.

This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security and safeguarding.

Aims and Rationale

At Taddington and Priestcliffe Primary School we are very fortunate to have supportive friendly parents, carers, members of the community and visitors. Our parents, carers and visitors recognise that educating children is a process that involves partnership between home and school and understand the importance of a good working relationship to equip children with the necessary skills for adulthood and lifelong learning. For these reasons we welcome and encourage parents/carers and visitors to participate fully in the life of our school.

The purpose of this policy is to provide a reminder to all parent/carers and visitors to our school about expected conduct so that we can work together to ensure a safe and positive school environment for our children. The school has a variety of adults working on the premises at any one time.

They can be categorised as follows:

Paid full or part-time staff employed by the school:

- admin staff
- IT technician
- midday dinner supervisors & cooks • caretaker
- teachers
- teaching assistants
- LA advisers and inspectors
- Derby Diocesan advisers and inspectors
- peripatetic music teachers
- school governors

Volunteer helpers:

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- adults from the local community (including visitors from our local church)
- school governors
- members of the PTA
- parents or other adult helpers working alongside teaching staff
- students on work experience.

Volunteer helpers

Volunteer helpers support the school in a number of ways, including:

- hearing pupils read
- helping develop the school grounds and environment
- helping with classroom organisation
- helping with the supervision of children on school trips
- helping with group work
- helping with art or subjects involving other practical activities
- helping by being 'spotters' during swimming lessons
- sharing an experience
- supporting individual pupils

Volunteer helpers are not allowed to do the following activities:

- take responsibility for all or some of the whole class.
- take children off the school site without a teacher in charge.
- deal with behaviour of a child in school if not their own.
- be out of the sight of a member of staff, alone with a child.
- accompany children to toilets during school trips and visits

The responsibility for the safety, health and welfare of the child remains with the class teacher at all times.

Police checks

For the children's safety, all regular volunteer helpers are required to have police clearance before they work in the school by completing a DBS online. Helpers will also be given information regarding safeguarding and first aid procedures in school.

The head teacher has the authority not to accept the help of volunteers if they believe it will not be in the best interests of the children.

Deployment of volunteer helpers

Helpers will be asked to support in classes and situations where there is the most need for individual support. This could be in their own child's classroom, providing it is not a distraction and the teacher is comfortable with the situation.

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Visiting School

It is, and will remain, our policy to welcome parents, carers and visitors to the school. However, the school also recognises its responsibility to ensure that pupils may learn in an educational environment free of unnecessary disruption that is safe for children and staff, preserving the privacy rights of pupils, minimising disruptions to the educational process and maintaining order and security on its premises. All visitors have a duty to take reasonable care of themselves and others whilst on the premises.

Identification

All visitors are required to sign into the school visitors' book.

If a planned visit has been arranged a visitor will be asked, on arrival, to produce ID. This applies to any outside providers, such as: theatre groups, regular contractors, sports coaches and community visitors.

Contractors may not be DBS cleared and if this is the case we would try to ensure that work is carried before or after school hours. If works have to be performed during the school day we always ensure that the person is accompanied by a member of staff at all times.

Supply staff should also bring 2 forms of ID, proof of qualifications and a portable DBS certificate. They will also be required to complete a disclosure form.

Parent helpers will be required to sign in the visitors' book and will be asked to complete a DBS form as a volunteer if they intend to help out in class on a regular basis i.e. more than 3 days in a 30-day period.

Procedure for visiting school

Any adults (that are not school-employed staff,) that arrive in the school must sign in at the entrance area. A visitors' book keeps a record of each visitor, the purpose of the visit, the time of arrival and departure. They will be given a visitor's badge, which should be worn at all times. This procedure is followed on both safeguarding and fire safety precautions grounds.

All visitors must adhere to the instructions given by any member of staff. The head teacher will decide whether the visitor needs to be accompanied for the duration of their visit.

Photography and analogue or digital recording in any form will only be permitted at the discretion of the Headteacher. This may be to comply with the Data Protection Act, preserve copyright or maintain confidentiality.



Also, to preserve confidentiality, visitors must not pass on any information obtained on their visit to anyone who does not need to know that information. Any visitor who has concerns about any aspect of their visit should bring this to the attention of the head teacher. All visitors must have regard for the health, safety and security of everyone and everything on the premises.

Supply teachers will be made aware of the 'Information for Supply Teachers' booklet which will be handed to them on arrival.

Where possible, visits by contractors, especially for maintenance, should be made at times when the pupils are not on the premises or be employed by DCC.

Respect and Concern for Others and their Rights

We expect parents, carers and other visitors to show respect and concern for others by:

- supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community
- working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and calmly to discuss and clarify specific events in order to bring about a positive solution
- correcting their own child's behaviour appropriately, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour
- respecting the school environment, including keeping the school tidy by not littering
- following the parking rules and doing the right thing when delivering and collecting children from school In order to support a peaceful and safe school environment.

Pets

We would prefer that no pets be brought onto the school grounds and that dogs are only allowed if they are carried at all times.

Racial Equality & Equal Opportunities Statement

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, ethnicity, religion, belief, disability or ability.

We plan work that is differentiated for the performance of all groups and individuals.

We are committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential.

This policy will be reviewed bi annually



Visitor Code of Conduct

This Code of Conduct applies to all visitors to school such as supply teachers, contractors, volunteers and so on.

– All visitors to school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions. They must act and be seen to act in an open and transparent way.

– All visitors must follow the school Health and Safety procedures. **Emergency evacuation procedures are as follows:**

On hearing the alarm the building should be vacated as follows:

Class 3 and school offices: please leave through the main entrance.

Class 1, conservatory, kitchen, staff room and toilet area: please leave through the conservatory

Class 2: please leave through the fire exit at the back of the classroom

Hall: please leave through the fire exit at the rear of the hall

– During the course of a visit to school, visitors may become aware of confidential information concerning students and staff. All such information must be treated as strictly confidential and a breach of such confidences will be regarded as serious misconduct.

– Any breach of confidentiality associated with the terms of the Data Protection Act 1998 could result in a civil action against you for damage in addition to any disciplinary action, which would be taken by your employer.

– Individuals must not reveal to anybody outside school, personal information they learn in the course of their work or visit

- **Safeguarding** visitors are required to inform Mrs O'Connor or Miss Bellicoso in the event of any concerns about the safety and well being of a child. Safeguarding is everyone's responsibility. (A copy of the school's safeguarding policy and the 'Working Together' document are available in the school office).
- **First Aid** all staff have first aid training and are able to access first aid equipment. Visitors are required to inform a member of staff immediately if first aid is required. A large first aid box is located in the staff room. On trips and visits there will be a designated first aid adult who will carry a first aid box.