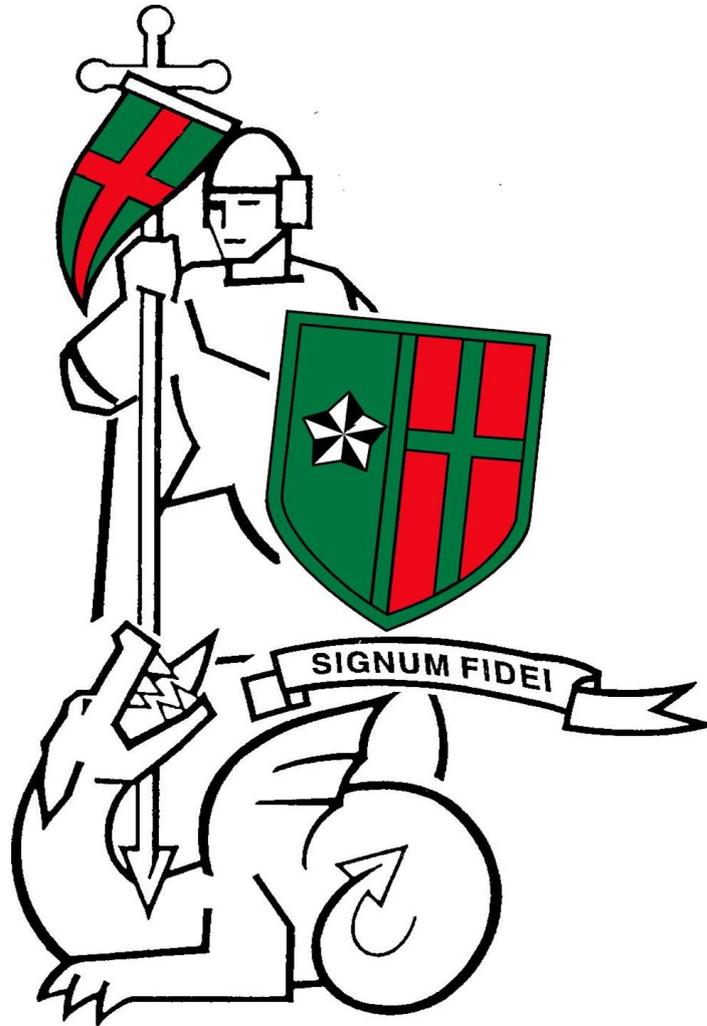


ST. GEORGE'S RC PRIMARY SCHOOL

VISITORS' POLICY



Policy Adopted: January 2016

St George's RC Primary School Visitors' Policy

At St George's RC Primary School the welfare of all children is of paramount importance.

We recognise that:

- All children, regardless of age, disability, gender, racial heritage, religious beliefs, sexual orientation or identify have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people and their parents, carers and other agencies, is essential in promoting young people's welfare.

This document provides a guide for all volunteers and visitors about acceptable and desirable conduct to protect both adults and pupils. It refers to and complements other policies and guidance in our school, including:

- School Child Protection Policy
- School Safeguarding Policy
- School Behaviour Policy
- School Policy on Physical Interventions
- School Anti-bullying Policy
- School E-Safety Policy

This policy is based upon the DCSF document 'Keeping Children Safe in Education' Statutory guidance for schools and colleges (April 2014)

Protecting Children and Yourself

The child's welfare is paramount (Children Act 1989). Adults in school are responsible for their own actions and behaviour and should avoid any conduct that would lead a reasonable person to question their motive or intentions. All adults working in school must work and be seen to work with openness and transparency.

All volunteers, and regular visitors from external agencies to the school must be familiar and work in accordance with the school's policies for:

- **Health and Safety Policy**
- **Child Protection Policy**
- **Safeguarding Policy**
- **Internet Access Policy**
- **Equal opportunities**
- **Behaviour policy**
- **Anti Bullying Policy**
- **Photographing and videoing**
- **Physical Intervention Policy**
- **Whistleblowing**
- **Code of Behaviour**

All visitors and volunteers must:

- Treat all children and young people with respect.
- Provide an example of good conduct you wish others to follow
- Respect a young person's right to personal privacy.
- Encourage children and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like,
- Remember that someone else may misinterpret your actions no matter how well intentioned.
- Be aware of physical contact with a child or young person that may be misinterpreted.
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse.

Site security

St George's RC Primary School provides a secure site, which is controlled by precise management directives. The security of the site is dependent upon a shared approach and commitment to security. Therefore all people on the site have to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding.

Visitors, volunteers and students must enter through the main entrance and after signing in at the office, where you will be issued with a Visitors badge. Parents and family members going to Mass / Celebration may drop off their children in the playground and enter the school via the main entrance. EY parents may drop their child at school and enter via the main entrance.

No parent is to enter school via any classroom, cloakroom or corridor.

The only exception is the during the May Procession Celebration which starts on the playground, where parents may enter school through the year 5/6 cloakroom. The cloakroom will be supervised by a member of staff and the outside fire door closed.

Induction of volunteers

Volunteers must have DBS clearance. For a brief activity, such as a school visit, which does not involve close supervision or contact with children the school does not need to carry out a DBS check. For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building a full DBS search will be conducted. The office performs this. Volunteers who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Twice a year (in the Autumn and Spring terms) a meeting will be arranged with new volunteers to help them to become familiar with the policies and ethos of the school before they start to work with children. At this point, volunteers are also required to undertake the on-line basic child protection awareness training.

Welcoming visitors

It is assumed that visitors with a professional role ie the School Nurse or members of the police already have relevant clearance but the office will endeavour to check this before admittance is granted.

The Design of the Curriculum

Visiting speakers, with correct clearance are always welcome into school so that they can give specialist knowledge to the children.

Appendix 1

Protocol for Volunteers in Primary Schools

Thank you for offering to come into our school to support us: your help is very much appreciated!

Due to the increasing numbers of parents and helpers coming into our schools and the drive from the government to ensure that child protection procedures are followed and reviewed accordingly, we have decided to draw up this information sheet. We hope that this information assists you by:

- Ensuring your experience is positive while supporting activities in school
- Explaining the best way to work as part of the adult team in school
- Ensuring that your position is clear when working with our children
- Protecting you through our guidance within our child protection policy and procedures
- Showing how valued your contribution is.

Confidentiality

It goes without saying that confidentiality is vital within the school environment.

Please refer to the Headteacher, teacher responsible for Child Protection or the Safeguarding Governor if you see or hear anything about which you feel unsure (photoboard showing the Safeguarding team are located in the entrance foyer and all around school). Refrain from talking about what you have seen or been doing in school with parents: always refer any concerned parents, who want to talk to you about their child's time in school, to the class teacher – rather than being drawn into conversations or giving opinions about school matters.

Behaviour

We are very keen at St George's to encourage good behaviour at all times and have systems in place to help us to do this: school rules and reward strategies. We also have sanctions that are clear to pupils. Please ask the class teacher with whom you work most closely for further clarification on the school system of rewards and sanctions if needed.

Please keep in close contact with the teacher or member of staff with whom you are working. They will deal with any discipline or behaviour issues. Once you have finished your session, please do not discuss such matters with anyone else.

Working with groups or individual children

You will usually remain in a classroom or open work area in school when carrying out activities. These provide a good base as they are visible and accessible to support from staff. If you do ever find yourself as the only adult with children, make sure that doors remain open and that the adult in charge knows where you are.

In conclusion:

We aim for all our volunteers to have DBS clearance which, although it may sound alarming at first, is for your own benefit as well as ours, giving security and reassurance to all.

If you feel able to comply with the above Protocol, welcome aboard! We look forward to continuing to develop all aspects of our school family, in which you play an important part. On behalf of the children, staff and governors, thank you for your time, dedication, skills and enthusiasm.

Dee Statham
Headteacher

Updated January 2017

