



Safeguarding Information & Guidance for Visitors and Volunteers Working in School

Please read carefully before signing in

SAFETY FIRST

Where any safety rules are disregarded or not implemented, then you are likely to be stopped from working until the matter is corrected. In the case of continued or serious breaches of safety, you may be instructed to leave the premises, and you may be removed from our approved list.

SIGNING IN AND OUT

On arrival, report to the school office to collect your visitor's badge and complete the Sign In sheet. By signing, you confirm that you have received, read and understood the guidance for visitors to our school.

VISITOR'S BADGE

Your Visitor's badge must be clearly visible throughout your visit. Safeguarding information is on the back.

WORKING IN CLASSROOMS AND NEAR CHILDREN

If you need to be in a classroom, speak to staff before starting. You must take every step to avoid being alone with a child or class until we have completed our DBS checks, and only then if asked to do so.

DISCLOSURE AND BARRING SERVICE CLEARANCE

If school has not seen your DBS certificate, you must inform the Headteacher or one of the office staff. DO NOT BEGIN WORK!

ACCIDENTS AND FIRST AID

Report all incidents, accidents, near misses and hazards to the School Business Manager. For First Aid, go to the school office.

FIRE AND EMERGENCY PROCEDURES

On hearing the fire alarm, leave the building by the nearest available exit. Please go to the fire assembly point on the main school field and wait to be accounted for.

KEEPING ALL CHILDREN SAFE

Report any concerns you may have. The names of our Designated Safeguarding Leads are on display across the school. Please do not be offended if you are challenged by a member of staff.

YOU MUST:

- prioritise the welfare of children
- provide a safe environment, including the use of equipment, for children
- model good behaviour for children
- respect the confidentiality of pupils and staff
- have good awareness of issues to do with safeguarding and child protection, online safety, and whistleblowing, taking action when appropriate
- challenge all inappropriate behaviour and report any breaches of the behaviour code to the office or a Designated Safeguarding Lead
- stay within the law at all times

YOU MUST NOT:

- allow concerns or allegations to go unreported
- make inappropriate promises to children
- develop inappropriate relationships with children
- let children have personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- behave in any way abusive, including having any form of sexual contact with a child
- act in a way perceived as threatening or intrusive
- patronise or belittle children, make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children
- take unnecessary risks
- smoke, consume alcohol or use illegal substances

USE OF PHONES AND OTHER MOBILE DEVICES

Visitors must ensure that their own devices are not used for calls, photos, videos or any other purposes, e.g. social media. You may be asked to show your camera, iPad, mobile phone, etc. to a member of staff or the Head Teacher, to prove no such images or recordings have been taken.

Emergency calls may be made from the office.

