



## **SCHOOL POLICY FOR VISITORS, VOLUNTEERS AND STUDENTS**

Designated Child Protection Co-ordinator: Jill Griffin

Deputy Designated Child Protection Co-ordinator: Adrian Manning, Yasmin Sarang and Lucy Ireland

**Presented to Staff:** March 2018  
**Presented to Governors:** March 2018

**Review Date:** Spring 2020

## Visitors in School Policy

Welcome to Evington Valley Primary School. We hope you enjoy working with the staff and our children. The following information is provided to help you.

The School encourages and welcomes parents and other visitors to Evington Valley Primary School and believes that there are many potential benefits for our children and visitors in their interactions.

At the same time, the School always has as its priority the welfare and safety of children and staff, and the security of school.

### Safeguarding/Child Protection

Please ensure that you have presented your DBS certificate and photo ID to the staff in the main office when you come in to school for your induction meeting. We will record the number on the certificate and confirm that we have seen it.

- When working with children, please make sure you are happy with the activity you have been directed to help with, particularly if this involves some physical element.
- When working in school any information you hear or see, in class or in the staffroom should be regarded as confidential and kept this way. If parents approach you with questions or ask for information, please direct them to the school to speak to the class teacher.
- Never work with a child out of sight of a staff member.
- If a child discloses some information to you which you believe to suggest that the child is at risk, please listen carefully and only establish the basic facts about what the child says happened. Do not try to get the child to give you full details and information about an incident. Inform a member of staff as soon as you can after the disclosure - only passing on exactly what the child explained. You may be asked to record a factual account of what the child said - including your name, date and time. This will then be passed on to Mrs Griffin - Headteacher and DSP.
- Do not tell a child that you will be able to keep a promise.
- If you have concerns about the conduct of a member of staff then please discuss this with your College/University tutor who will decide the best course of action.
- Please do not mention our school or pupils on any social media site.

## Fire Safety and Invacuation

Please sign in and out using the touch screen system in reception every time you enter and leave the school building. This ensures we know you are on site should there be an emergency.

Please ensure you know where to go, should you be required to leave the building during an emergency. For a fire evacuation a long bell will sound. The designated area is displayed on the classroom fire evacuation map - this tells you where about you will need to stand on the school playground during an evacuation procedure. You will not always be informed if the school is having a fire evacuation drill. Please help to keep the children calm and stop them from running. Make your way calmly to your designated area. The class will line up and the teacher will call the register. If you are in the toilet at the time of the alarm, please exit as soon as possible and join your class on the playground.

Should there be an invacuation, where staff and pupils need to remain inside the building, due to a possible danger outside of the school, there will be a short intermittent ringing of the bell. Please follow the class teacher's instructions quickly and promptly if inside the classroom or school building. Should you be outside please make your way to the classroom ensuring that pupils are calm and not running if appropriate.

## Identification

Evington Valley Primary School has an identity badge system as a means of enabling staff to differentiate between authorised adults and those who have not followed the required reporting procedure. As a visitor, student or volunteer you will be issued with a visitor's sticker each time you sign in.

Staff are instructed to challenge anyone encountered in the school whom they do not recognise as a legitimate visitor so please wear the sticker where it is clearly visible.

Students on Work Placement must wear their school/college uniform as an identification measure. This will allow the school staff to identify who the visitors are.

Further information can be found in our Safeguarding/Child Protection and Confidentiality Policies, which are available on request.

## Use of Equipment

Do not put out any PE apparatus which you have not been trained to use.

## General Health and Safety

If you have any Health and Safety questions or concerns please report these to the class teacher you are working with, who will report them to the Site Manager, Mr Bland if necessary. The school building and grounds are non-smoking environments and we ask you to respect our staff and children's health by not smoking. Please ask the class teacher about children with allergies and follow guidance and take appropriate care to ensure that when working with these children their allergies will not triggered e.g. by materials or foods in the environment.

## First Aid

There are designated first aiders in school and first aid kits distributed around school. Should anyone need first aid please contact a member of staff, as they have had appropriate training. Under no circumstances should medication be administered by a volunteer.

## Hospitality

The Staff Room is open to all adults who work and help in school during morning break and lunchtime. At other times it is used by teaching staff. Please respect that staff need an area to relax. Coffee and tea are to be provided by the visitor and milk is available at a small cost. Please ask Mrs Amjed, the Admin Officer, who will advise you of this. If you would like a school lunch please contact Mrs Amjed who will advise you of the cost and how to order one.

## Dress Code

Dress should be smart, but practical and suitable for working with children, which may involve bending down to children's level. Blue jeans are not acceptable for school. You may need PE wear and will be advised on this by the class teacher you work with. School uniform is to be worn by students from visiting secondary schools. College students should be identified by their college polo shirts.

## Personal Possessions

Please note that all personal possessions are left in school at your own risk. If you do bring a bag into school, please ask the class teacher if there is somewhere in the classroom that you can leave your bag.

### Mobile Phones

All mobile phones should be on silent or switched off and stored in a secure place whilst working with children in the class, and should only be used outside of class times and in either the staff room or the PPA room.

### Attendance and Punctuality

If you are unable to attend because of illness, please let the school know as soon as possible on the day. We would like volunteers/students to arrive by 8:30 for morning placements and by 12:45 for afternoon placements. At the end of the day please take a few minutes to check with your supervising teacher in case there are likely to be any changes or special requirements for your next day in school. Please negotiate with the school if your personal circumstances do not permit these timings.

### Special Situations

The Head Teacher has the authority to exclude from the school premises at any time any person who disrupts or who appears likely to become a disruption to school life. Any such individual shall be directed to leave the school premises immediately. Appropriate authorities will be called and further action taken if necessary.

Related Policies to refer to as necessary may include:

Behaviour, Confidentiality, Child Protection, Health and Safety and No-smoking policies

Thank you for choosing our school to do your volunteering or placement in. We hope that you enjoy your time with us and we appreciate your contributions. Should you require staff to provide a reference or complete any paper work, please give plenty of notice.