

## Lainesmead Primary School and nursery Code of Conduct For Visitors, Volunteers and External Staff

Welcome to Lainesmead Primary school and Nursery. We all recognise that our purpose is to provide the very best quality learning experience for each child within a safe, secure and happy environment where mutual respect is paramount.

**As a visitor to our school we would ask that you support us to achieve our purpose and to this end would ask that you follow the guidance points below.**

### **On Arrival**

Please ensure that you:

1. Report to reception and sign in
2. Wear the visitor's badge you are given
3. If, whilst you are visiting, you notice something which concerns you about the safety or well-being of a pupil/student please speak to a member of the safeguarding team before you leave.



### SAFEGUARDING TEAM

Our Designated Safeguarding Lead is  
**Mrs Andrea Chapman**  
Assistant Headteacher for Inclusion  
Mon/Fri

Our Deputy Designated Safeguarding Leaders are

<b>Mrs Tina Dee</b> Pupil Support Adviser Tues/Wed/Thurs	<b>Mrs Eirian Painter</b> Headteacher	<b>Mrs Alyssia Mepstead</b> Deputy Headteacher
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**4. If you notice worrying behaviour exhibited by an adult who is working or volunteering on site whilst you are visiting you should report this to the Head teacher immediately and before leaving the school site.**

You will be sign-posted to information about our school's arrangements for COVID-19, please endeavour to adhere to this guidance whilst on school site

### Safeguarding Requirements For Visitors



***If you are going to be working unsupervised with pupils at any point during your visit, you must have an enhanced DBS check and barred list check.***

Please provide this information to the office on arrival. If you do not have a DBS or barred list check then **you must always be accompanied by a member of our staff**. Only adults who have a **barred list check** in addition to an enhanced DBS check are allowed to work unsupervised with pupils.

**Confidentiality**



- You must not give your personal contact details to children for example, e-mail address, home or mobile telephone numbers, details of web based identities.
- You must not have pupils at the school as friends on any social networking site account.
- You should refrain from discussing/commenting on individual pupils, school information or staff outside of the school (including on social network site accounts).
- You should refrain from taking photographs of pupils (unless this has been agreed with the Head teacher and is part of the purpose of your visit).



**Use of personal mobile phones**

All staff and adults working in / visiting the school are not permitted to use personal mobile phones in any areas of the school. We would ask that if at all possible phones are switched off or put on silent. If you need to take a call , please move to a private area away from pupils.

**School Trips**

If you are helping on a school trip please refrain from taking photographs of the pupils on personal mobile phones. If the class teacher would like photographs taken, you will be supplied with a school camera for this purpose.



**In the event of a fire**

Please follow the EXIT signs in the area you are working in.  
Nursery assemble outside in the Orchard.  
Key stage 1 assemble on the key stage 1 playground.  
Key stage 2 assemble on the key stage 2 playground.

**Staff /Adult Toilets –** Key stage one- nearest Early years. Key stage 2 nearest the main staffroom/entrance nearest car park.

**Code of Conduct for Visitors and External Staff**

I confirm that I have read and understood the Code of Conduct for Visitors and External Staff.

I understand that I should ask for clarification of any points I am unsure about.

I agree to follow the expectations laid out here.

Name: .....Signed: .....Date.....