

Code of Conduct For Visitors, Volunteers and External Staff



Welcome to Lainesmead Primary School.

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 sign in at the main reception and wear the visitor badge you are given

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 not take photographs of pupils (unless this has been agreed with the Head teacher and is part of the purpose of your visit).

Safeguarding pupils

If you have any concerns about the welfare of any pupil or that you feel the child may be a subject to abuse, it is important that you pass on your concerns. The information may be a small piece in a bigger jigsaw and help to get a better understanding of a child's predicament. Any concerns should be passed on to one of the school's Designated Safeguarding Team (DST) You can do this in person or by completing a school concern form. These forms are available to you from the admin office and the admin team will pass on your concern to the necessary member of the DST. Members of the team are:

Mrs Dee	Mrs Peer	Mrs Chapman	Mrs Painter
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Concerns about safeguarding practice within our school

If you have concerns about poor or unsafe practice and potential failures in the school's safeguarding regime you must raise this with the Head teacher before leaving the site. If you feel unable to raise a concern with the Head teacher or feel that your genuine concerns are not being addressed, the NSPCC whistle-blowing helpline is available to you.

Contact the Whistleblowing Advice Line, Call 0800 028 0285, Email help@nspcc.org.uk

first aid

Should you require first aid during your visit, please make your needs known to an adult at the school who will direct you to a school first aider. Please do not administer first aid to pupils, school first aiders will carry out this task.

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, with the exception of the staff room. We would ask that if at all possible phones are switched off or put on silent.

Smoking

Please note that Lainesmead is a no smoking site, including the school grounds.

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 leave calmly to the nearest fire exit (green exit signs) or leave with the teacher/class you are working with at the time. Follow staff/ pupils to the assembly points on the playground. Do not re-enter the building until you are instructed to do so.

Adult Toilets

Visitors should use the staff toilets. These are unisex. In key stage one, toilets are located near the Early years classes, through the small gate at the top of the steps. In key stage two, toilets are located in the main foyer entrance to the building, next to the staff room. Never use pupil toilets.



Be vigilant
Look and listen
Be supportive
Report concerns
Seek action

Please sign here to confirm that you have read this code of conduct and agree to follow the expectations laid out here.

Signed.....

Date.....

Please sign here to confirm that you have read part 1 of 'Keeping children Safe in Education

Signed.....

Date.....

If there is anything you are unsure of, please ask a member of the reception/office staff.