

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 this is your first visit to Lainesmead then we ask that you spend a little time reading this information in accordance with our safeguarding policy and practise. 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 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. If you have a concern about any adult's actions at school these must be reported to the Headteacher– Mrs Painter.

Members of the team are:



Mrs Dee

Mrs Peer

Mrs Chapman

Mrs Painter

Thank you for your co-operation in continuing to make Lainesmead a safe and happy school.

A full version of our Safeguarding and Child Protection policy is available on our website and upon re-



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

Signed.....

Date.....

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