

## Information for visitors

### *Welcome to our school*

#### *Please read the following information and expectations:*

- All visitors should enter their details on the Record of Visitors sheet
- All visitors will be under the supervision of a member of staff whilst on school premises
- All visitors should follow instructions of a member of staff in the event of a fire or other emergency
- All visitors should follow any Health and Safety instructions or advice that is given to them
- All visitors are responsible for their personal belongings
- Visitors carrying out maintenance work **MUST** ensure that tools and other material are not left unattended or placed where they could cause injury to children or other school users
- Nothing should be removed from the school without permission

#### *Other considerations:*

- **Smoking is not permitted** anywhere on the school site - this includes **all buildings and grounds**
- No visitor should be under the influence of alcohol or drugs
- Visitors are not allowed hot drinks in teaching areas.
- No form of bad language or aggressive/threatening language or behaviour is acceptable
- Visitors are not allowed to be with any child or group of children unsupervised unless agreed with the Principal. Under no circumstances are visitors permitted to accompany children to the toilet or to help change their clothing
- Photographs may not be taken (unless by prior arrangement with a member of staff)
- Mobile phones may only be used in areas *not in use by children* and not to be used for taking photos
- Cars parked on the school site are left at the owner's risk. No responsibility can be accepted for loss or damage

### **Expectations of the School**

Whilst on school premises or taking part in a school activity everyone is expected to:

- Treat others with respect
- Take responsibility for personal belongings
- Respect school property
- Wear suitable and non-offensive clothing

### **Confidentiality**

Please refer to a member of staff if you see or hear anything about which you are unsure or feel uncomfortable. Refrain from talking about individual children or incidents with other parents or people outside of school or on social networks.

*All adults in the school (including visitors, parents and other volunteers) are expected to adhere to these conduct expectations. In the event of any visitor, parent or other volunteer failing to comply they will be asked to leave the site.*

## **Additional information for parents, visitors and volunteers who help on a regular basis or on school outings and trips**

*Thank you for offering to help. Please read the following information and expectations:*

These expectations apply to behaviour at school as well as during outings or other school-organized events, and behaviour beyond these times (including on-line behaviour) that negatively impacts the safe, caring environment of the school, and/or learning.

- Visitors must **follow the instructions of a member of staff** in the event of a **fire or other emergency** and follow any other **Health and Safety instructions** that are given to them.
- We can only accept offers of help if you are not looking after babies/toddler-age children, who would be unable to accompany you in school or on trips.
- There are risk assessments for every area of the school and specific activities. You may be asked to read these if applicable to what you are doing.

### **Camera use and taking of photographs on mobile devices**

- Parents and visitors are not permitted to use a camera or use their mobile phone device as a camera when acting in a supervisory role on outings or when working on school premises. At other times photographs may only be taken by prior arrangement or at the request of a member of staff.

### **Mobile Phones**

Anyone helping with supervision of children on school outings or within school premises should not use their phone whilst in charge of a group of children.

- Under no circumstances, when driving on behalf of the school, should staff or parents make or take a phone call, text or use the enhanced functions of a mobile phone. This also applies to the use of hands free and wireless connections.

### **Working with groups or individual children**

- You will usually work with the class teacher or teaching assistant when carrying out activities. You should not find yourself alone with a child or groups of children unless agreed with a member of staff and you have been DBS cleared.
- If the activity involves taking children to the kitchen in the kindergarten, reading with a child outside the classroom or supervising a group on an outing – please ensure that the staff member in charge knows where you are and has agreed on where you are working.
- Please keep in close contact with the teacher or member of staff with whom you are working. They will deal with any discipline or behaviour issues.

### **Confidentiality**

- Confidentiality is vital within the school environment. Please refer to any member of staff if you see or hear anything about which you feel unsure.
- Always refer any concerned parents, who want to talk with you about their child's time in school, to the class teacher - rather than being drawn into conversations or giving opinions about school matters.

### **DBS clearance**

We aim for all our regular volunteers to have DBS clearance which is for your own benefit as well as ours, giving security and reassurance to us all.

*By following these simple guidelines we hope that you will have a safe and enjoyable time at our school.*