



Visitors and Volunteers Code of Conduct Policy

Introduction

The school policy for visitors and volunteers was developed by the governing body policy group and agreed by the whole staff. The policy was approved and ratified in the Spring term 2014 by the Governing Body.

The implementation of this policy is the responsibility of all of the staff within the school community.

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help the school community in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security and safeguarding.

Aims and Rationale

At Ambleside Primary School we are very fortunate to have supportive friendly parents, carers and visitors.

Our parents, carers and visitors recognise that educating children is a process that involves partnership between home and school and understand the importance of a good working relationship to equip children with the necessary skills for adulthood and lifelong learning.

For these reasons we welcome and encourage parents/carers and visitors to participate fully in the life of our school.

The purpose of this policy is to provide a reminder to all parent/carers and visitors to our school about expected conduct so that we can work together to ensure a safe and positive school environment for our children.

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

Paid full or part-time staff employed by the school:

- attendance officer
- clerical staff
- intimate care assistant
- IT technician
- midday dinner supervisors & cooks
- site manager, caretaker & cleaning staff
- sports cover supervisor coach

- teachers
- teaching assistants & learning mentor

Adult workers employed by another organisation:

- contract workers (for example an electrician or heating engineer).
- grounds maintenance staff
- health visitors
- LA advisers and inspectors
- Place2Be
- Place4Parents
- peripatetic music teachers
- school governors

Volunteer helpers:

- adults from the local community
- school governors
- members of the PTA
- parents or other adult helpers working alongside teaching staff
- students on work experience.

Volunteer helpers

Volunteer helpers support the school in a number of ways, including:

- hearing pupils read
- helping develop the school grounds and environment
- helping with classroom organisation
- helping with the supervision of children on school trips
- helping with group work
- helping with art or subjects involving other practical activities
- helping by being 'spotters' during swimming lessons
- sharing an experience
- supporting individual pupils

Volunteer helpers are **not** allowed to do the following activities:

- take responsibility for all or some of the whole class.
- take children off the school site without a teacher in charge.
- deal with behaviour of a child in school if not their own.
- be out of the sight of a member of staff, alone with a child.

The responsibility for the safety, health and welfare of the child remains with the class teacher at all times.

Police checks

For the children's safety, all volunteer helpers are required to have police clearance *before* they work in the school by completing a DBS online. Helpers will also be given a copy of the Code of Conduct (Please see Appendix 1)

The head teacher has the authority not to accept the help of volunteers if they believe it will not be in the best interests of the children.

Deployment of volunteer helpers

Helpers will be asked to support in classes and situations where there is the most need for individual support. This could be in their own child's classroom, providing it is not a distraction and the teacher is comfortable with the situation.

Visiting School

It is, and will remain, Ambleside Primary School's policy to welcome parents, carers and visitors to the school. However, the school also recognises its responsibility to ensure that pupils may learn in an educational environment free of unnecessary disruption that is safe for children and staff, preserving the privacy rights of pupils, minimising disruptions to the educational process and maintaining order and security on its premises.

All visitors have a duty to take reasonable care of themselves and others whilst on the premises.

Identification

If a planned visit has been arranged (e.g. Transition meeting) by a member of staff from another school, a letter will have been sent prior to the visit to the appropriate school asking for DBS details of the member of staff that will be visiting (see appendix 2). On arrival the person will be asked to produce ID.

This applies to any outside providers, such as: theatre groups, regular contractors, students that undertake training at our school.

Contractors may not be DBS cleared and if this is the case we would try to ensure that work is carried before or after school hours. If works have to be performed during the school day we always ensure that the person is accompanied by the site manager or caretaker at all times.

Supply staff should also bring ID as confirmation of the DBS information that we will have already received from the Supply Agency.

Parent helpers will be required to sign in the visitors book and will be asked to complete a DBS form as a volunteer if they intend to help out in class on a regular basis i.e. more than 3 days in a 30-day period.

Procedure for visiting school

Any adults (that are not school-employed staff,) that arrive in the school must sign in at the reception desk. A visitor's book keeps a record of each visitor, the purpose of the visit, the time of arrival and departure. They will be given a visitor's badge, which should be worn at all times and returned to the office before they leave. This procedure is followed on both safeguarding and fire safety precautions grounds.

To ensure the smooth running of the school, visitors may be turned away if an appointment has not been made.

Members of the staff who are expecting visitors should ensure that the office is aware of the appointment. All visitors are admitted at the discretion of the head teacher. All visitors must adhere to the instructions given by any member of staff. The head teacher will decide whether the visitor needs to be accompanied for the duration of their visit.

Photography and analogue or digital recording in any form will only be permitted at the discretion of the. This may be to comply with the Data Protection Act, preserve copyright or maintain confidentiality. Also, to preserve confidentiality, visitors must not pass on any information obtained on their visit to anyone who does not need to know that information.

Any visitor who has concerns about any aspect of their visit should bring this to the attention of the head teacher.

All visitors must have regard for the health, safety and security of everyone and everything on the premises.

Supply teachers will be made aware of the 'Information for Supply Teachers' booklet which will be handed to them on arrival.

Where possible, visits by contractors, especially for maintenance, should be made at times when the pupils are not on the premises.

Respect and Concern for Others and their Rights

We expect parents, carers and other visitors to show respect and concern for others by:

- supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community
- working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and calmly to discuss and clarify specific events in order to bring about a positive solution
- correcting their own child's behaviour appropriately, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour
- respecting the school environment, including keeping the school tidy by not littering
- following the parking rules and doing the right thing when delivering and collecting children from school

In order to support a peaceful and safe school environment, the school cannot and will not tolerate:-

- disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the school and its grounds
- the use of loud and/or offensive language or displaying temper
- threats of doing harm or using physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them and physical punishment against their own child on school premises. (Some actions may constitute an assault with legal consequences.)
- damage or destruction of school property
- abusive or threatening emails, phone or social network messages

- smoking, the consumption of alcohol or other drugs, or accessing the school site whilst intoxicated

The above behaviours on school premises will be reported to the appropriate authorities and the head teacher may prohibit an offending adult from entering the school grounds to safeguard our school community.

Pets

We would prefer that no pets be brought onto the school grounds and that dogs are only allowed if they are carried at all times.

Racial Equality & Equal Opportunities Statement

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, ethnicity, religion, belief, disability or ability. We plan work that is differentiated for the performance of all groups and individuals. Ambleside Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

All staff have equal access and inclusive rights to their work regardless of their age, gender, sexual orientation, race, ethnicity, religion, belief, disability or ability. Ambleside Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

Accessibility of policy documents

Parents and carers are welcome to ask for further information about any policy matter. Copies of all current School policies are available for parents and carers to read. A copy of each policy is displayed in the School lobby and all policies can also be consulted online via the School website at www.amblesideprimaryschool.co.uk. The School will try to arrange for the translation or summary of a document when this is requested by a parent or carer whose first language is not English.

Review

This policy will be reviewed in the Autumn Term 2015



Ambleside Primary School is an exempt charity and a company limited by guarantee, registered in England and Wales number 8246275. It has a registered office at Minver Crescent, Aspley, Nottingham NG8 5PN.

Appendix 1



Code of Conduct

Good practice guide for volunteers & visitors working at Ambleside Primary School

Volunteers are an essential and invaluable part of school life and the teachers and staff at Ambleside Primary School are very grateful for the support and involvement of helpers.

During a visit to the school each volunteer is linked with a specific member of staff to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it is expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding.

All volunteers in school are asked to read and abide by the following code of conduct:

It is important for pupils to see all adults in school as role models.

It is essential that confidentiality is maintained, particularly due to the close contact with staff and pupils. Whatever happens in school should not be discussed with anyone outside of school.

Volunteers are made aware of the rules governing behaviour at the school; the key 'dos' and 'don'ts' for children and adults. This includes safeguarding and child protection procedures, fire evacuation and emergency procedures, avoiding hazards or risks associated with the tasks that they are being asked to carry out and details of first aid and emergency arrangements, such as procedures to follow in case of fire.

Helpers are in school to support the teacher and the pupils, therefore reinforcing instructions given by the teacher and working effectively with them. The class teacher remains responsible for the organisation of the class and methods of work.

We do not discriminate against anyone, be they staff or pupil or parent or visitor, on the grounds of age, race, ethnicity, religion, belief, attainment, disability, gender or background.

Helpers should not be drawn into inappropriate topics of conversation with pupils. If in doubt about anything the helper should immediately seek the advice of a member of staff or the head teacher. All problems should be dealt with as quickly and discretely as possible.

Parent helpers and visitors in school are not expected to use their time as an opportunity to discuss personal issues regarding their child's education.



Ambleside Primary School

Minver Crescent

Aspley

Nottingham

NG8 5PN

Telephone: (0115) 900 3610

Dear

The Primary 6 Partnership has agreed a consistent Safeguarding Procedure and therefore requires you to confirm that any of your adults/students over 18 years of age are suitable to work on site whilst children are present and hold a current enhanced DBS. Your organisation cannot undertake work within the school unless this form is satisfactorily completed

We therefore request the form below is returned to the above address before work commences. If your student is over 18 they will be required to show photo ID, i.e. Driving Licence or Passport before entry is authorised and it would be appreciated if they would bring their DBS with them on their first visit for authorisation. The schools within the partnership are Ambleside Primary School, Heathfield Primary School, Hempshill Hall Primary School, Old Basford Primary School, Rosslyn Primary School, and Whitemoor Primary School.

Thanking you in anticipation.

Yours faithfully

EIP Partnership

Name of Organisation

Date

We verify that adults/students linked to this organisation are suitable for working with children and that vetting has taken place.

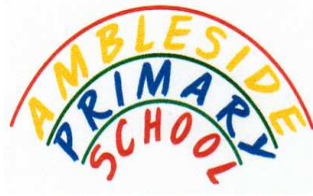
Names of Students	DBS Number, (over 18's only)	Date of Issue	Dates of Placement
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Signed

Official Stamp:



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Ambleside Primary School
 Minver Crescent
 Aspley
 Nottingham
 NG8 5PN

Safeguarding - Contractor:

Telephone: (0115) 900 3610

Dear Contractor,

The Primary 6 Partnership has agreed a consistent Safeguarding Procedure and therefore requires you to confirm that any of your employees are suitable to work on site whilst children are present and hold a current enhanced DBS.

The schools within the partnership are Ambleside Primary School, Heathfield Primary School, Hempshill Hall Primary School, Old Basford Primary School, Rosslyn Primary School and Whitemoor Primary School.

We therefore request the form below is returned to the above address before work commences. Your employee will be required to show photo ID i.e. Driving Licence or Passport before entry is authorised, and it would be appreciated if they would bring their DBS on their first visit for verification.

Thanking you in anticipation.

Yours faithfully

EIP Partnership

Name of Company:

Date

Names of Employees Enhanced DBS Number/s Date of Issue

Signed

Official Stamp:



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Ambleside Primary School
 Minver Crescent
 Aspley
 Nottingham
 NG8 5PN

Safeguarding – Trips/Visits/Visitors

Telephone: (0115) 900 3610

Dear

The Primary 6 Partnership has agreed a consistent Safeguarding Procedure and in accordance with our requirements regarding the suitability of adults/students to work with children we request that you confirm that any of your employees are suitable to work with children and hold a current enhanced DBS. Your organisation cannot undertake any activity within the school unless this form is satisfactorily completed.

The schools within the partnership are Ambleside Primary School, Heathfield Primary School, Hempshill Hall Primary School, Old Basford Primary School, Rosslyn Primary School and Whitemoor Primary School.

We therefore request the form below is returned to the above address before commencement of any activity. Any adult/student will be required to show photo ID, i.e. Driving Licence or Passport before entry is authorised and it would be appreciated if they would bring their DBS with them on their first visit for authorisation.

Thanking you in anticipation.

Yours faithfully

EIP Partnership

Name of Organisation:

Date

We verify that adults/students linked to this organisation are suitable for working with children and that vetting has taken place.

Names

DBS Number

Date of Issue

Dates of Activity

Signed

Official Stamp:



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