

Visitor and Volunteer Agreement

Kingsway Primary School welcomes visitors and volunteers to our school and we hope you will enjoy your experience here. The school expects visitors and volunteers to support us in delivering our ethos, aims and values and ensuring a safe learning environment for our pupils by adhering to the terms of this Visitor and Volunteer Agreement.

Safeguarding

In line with the 'Keeping Children Safe in Education' statutory guidance (September 2022), all adults who come into contact with our pupils have a duty to safeguard them from physical, sexual and emotional abuse or neglect.

All staff, visitors and volunteers are expected to adhere to the guidelines for working with children set out in the Safeguarding Children Board's document *"Guidance for Safe Working Practice for adults who work with children and young people"*; a copy of which is available at the office if required.

Visitors and volunteers to our school must be aware of the signs of abuse and neglect and escalate any concerns to the School's Designated Safeguarding Lead.

 The **Designated Safeguarding Lead (DSL)** for the school is **Kate Baskeyfield**. The Deputy Designated Safeguarding Leads are **Bethany Jones (DDSL)** and **Elizabeth Dunstan** (Pastoral Lead and Family Support Worker - DSL trained).

If a child reports a concern to a visitor or volunteer in confidence, they must report the concern to the DSL or DDSL.

Supervision

All visitors must record their visit by signing in and out on the school's electronic recording system.

All visitors and volunteers in school must wear an identification badge in a **green or red lanyard** whilst on the premises and ensure they have followed the school's signing in procedures.

All visitors and volunteers are under the supervision of a member of staff who retains responsibility for the pupils at all times. Visitors and volunteers should have clear guidance from that member of staff as to how an activity involving pupils may be carried out and what the expected outcomes of any activity are. Visitors and volunteers are encouraged to speak to a member of staff if they have a query about any aspect of a pupil's understanding or behaviour.

Code of Conduct

As a visitor or volunteer you are expected to adhere to the following terms:

Behaviour & Role Modelling

1. You must behave appropriately and be a positive role model for our pupils.
2. You must not physically touch any pupil even if to comfort them which may be interpreted as inappropriate.
3. Respect all members of the school community including those not employed in the school.

Safeguarding & Dress

1. Have a responsibility to report any safeguarding concerns you have witnessed.
2. Dress appropriately and respectfully as required in a child setting.

Technology & Social Media

1. Abide by the school acceptable use policies and **MUST NOT** use your mobile phone whilst in the school and **ONLY** in exceptional circumstances where permission has been granted by the headteacher.
2. You must not use any technology to take photographs whilst in the school.
3. You **MUST NOT** discuss or refer to the school or its community on any social media site without the express permission of the headteacher.

Health and Safety

The School has a Health and Safety Policy available on request from reception or on our School website. Staff ensure that visitors and volunteers are made aware of any emergency procedures (e.g. what to do in the case of a fire alarm) and about any safety issues associated with a particular task (e.g. during a practical task). Visitors and volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the relevant member of staff.

 **Smoking or vaping is not permitted** in any area of the school grounds inside or out.

Visitors and volunteers must report any health and safety concerns to the **Site Manager, Nazim Dervish** or **Office Manager, Sandra Townsend**.

Confidentiality

Visitors and volunteers may become party to sensitive information when attending our school. Visitors and volunteers must not disclose any confidential information unless in circumstances that necessitate this disclosure to an appropriate member of school staff. Confidential information must not be disclosed to parties outside of school.

Should visitors or volunteers have any concerns, they must escalate these to a Senior Leader or the Designated Safeguarding Lead if appropriate.

Internet Usage / Social Media

Accountability

Visitors and volunteers must be aware that they are accountable for any information or views expressed on social media or other internet sites. This includes views expressed directly and through affiliation with internet pages, such as 'liking' a page.

Reputation

Visitors and volunteers must not engage in any internet or social media usage that may potentially bring the school into disrepute or bring into question their professionalism and suitability for them to be associated with the school.

Online Contact

Visitors and volunteers must not communicate or become 'friends' or 'followers' of pupils via personal accounts online.

Disclosure and Barring Service (DBS)

 Anyone visiting or volunteering on a regular basis and who has **substantial access to pupils** must have a full, up to date enhanced DBS check. In line with the Keeping Children Safe in Education, all individuals engaging in regulated activity with children must complete a satisfactory enhanced Disclosure Barring Service check prior to commencing with the school.

Policies to Read

Please read the following policies which can be found on our website:

Child Protection and Safeguarding

Social Media

Health & Safety

Fire Safety

Online Safety Policy including Acceptable Use Agreement

Whistleblowing Policy

Confidentiality

Code of Conduct