



'Together we can make a difference'

Visitors Policy

Name of school: Bexton Primary School

Date of review: Autumn 2017

New review date: Autumn 2020

1. Rationale

Bexton Primary School gives the highest importance to the safeguarding and welfare of children. The governors, Head Teacher and staff will carry out their responsibilities efficiently, effectively and diligently to ensure that this school is a safe learning environment for children.

2. Aims

1. To create a learning environment that safeguards and promotes the welfare of children.
2. To make efficient arrangements for checks for new volunteers
3. To ensure that others who employ or supply staff to the school have efficient arrangements for checks on staff.
4. Check and verify the identity of volunteers

3. Broad Guidelines

- The systems and procedures relating to the safer recruitment of staff are dealt with separately under the Recruitment and Selection Policy.
- This policy deals directly with visitors who are not employed by the school and includes volunteers, visiting performers/ authors/ sports coaches and contracted site workers.
- All visitors must be supervised if they are in the vicinity of pupils. This may take the form of a member of staff being in the same room or very close to the room and making frequent visits.
- All volunteers who take part in "regulated activity" as defined by the Protection of Freedoms Act 2012, *i.e. work with children weekly, four times in any week, or take part in residential visits*, will be subject to a DBS enhanced check.
- All potential volunteers who are not undertaking work experience as part of their studies will receive a letter (Appendix C) outlining the school requirements in respect of the volunteer code of conduct and DBS checks.
- Volunteers who are subject to a DBS check must confirm their identity through official documents, which must be verified by a member of the school administration team.
- All volunteers should complete either the Staff Code of Conduct (Appendix A) where the volunteer is on teacher placement / work experience placement, or the Volunteer Code of Conduct (Appendix B) in the case of all other volunteers.

- When employing supply staff or contracting the services of staff from outside agencies, the school will ensure that their employer has carried out the checks outlined above, and will confirm their identity through official documents.
- Wherever possible, work by site staff not employed by the school will take place outside the normal school hours. Where this is not possible, senior leaders will ensure that arrangements are put in place to ensure that contact between site personnel and pupils is minimal and appropriate supervision arrangements are put in place.
- Where contractors are used for curricular activities such as music tuition or sports coaching, the school will obtain confirmation from the contracting company that their staff have appropriate enhanced DBS checks and these will be recorded in the Single Central Register. The identity of the coaches will be checked to official documents by a member of the school office staff.
- A single central register of details of CRB/ DBS checks and identity documents seen is kept by the school and maintained by the School Business Manager.

4. Supervision

In all circumstances, visitors in school will be supervised by a member of staff whilst they are with the children. This supervision will involve staff being in the same room as the visitor or by the visitor being in a public area within sight of others whilst with children (eg a corridor). Staff will avoid placing visitors and children in enclosed or isolated areas. Any visitor having unsupervised contact with children and any individual accompanying children on an overnight school visit will be subject to an enhanced DBS check prior to the unsupervised contact taking place.

5. Conclusion

All staff, governors and volunteers will be made aware of their responsibility to safeguard and promote the welfare of children through the use of checks outlined above.

All new staff will be supplied with a staff handbook and requested to read and sign a copy of the Code of Conduct (Appendix A)

All new volunteers will be asked to read and sign the appropriate Code of Conduct.

APPENDIX A

Bexton Primary School

Code of Conduct

This document has been written with reference to "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings" produced by The National Network of Investigation and Referral Support Co-ordinators.

The name of the senior designated person for child protection is **Emily Armstrong**.

This code of conduct applies to all adults in our school whatever their position, role or responsibility in either a paid or unpaid capacity.

1. Duty of Care

All adults should:

- understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached.
- always act, and be seen to act, in the child's best interests
- avoid any conduct which would lead any reasonable person to question their motivation and intentions
- take responsibility for their own actions and behaviour.

2. Exercise Professional Judgement

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour.

This means that where no specific guidance exists all adults should:

- discuss the circumstances that informed their action, or their proposed action, with a senior colleague, this will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted
- always discuss any misunderstanding, accidents or threats with a senior manager
- always record discussions and actions taken with their justifications.

3. Power and Positions of Trust

Adults should not:

- use their position to gain access to information for their own advantage and/or a child's or family's detriment
- use their power to intimidate, threaten, coerce or undermine pupils
- use their status and standing to form or promote relationships with children, which are of a sexual nature.

All adults should:

Avoid behaviour, which might be misinterpreted by others, and report and record any incident with this potential.

4. Confidentiality

All Adults:

- are expected to treat information they receive about children and young people in a discreet and confidential manner
- in any doubt about sharing information they hold or which has been requested of them should seek advice from a senior member of staff
- need to be cautious when passing information to others about a child/young person.

5. Propriety and Behaviour

All adults should not:

- behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model
- make sexual remarks to a pupil (including email, chat room, text messages, phone or letter)
- discuss their own sexual relationships with, or in the presence of pupils
- discuss a pupil's sexual relationships in inappropriate settings or contexts
- make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such.

6. Dress and Appearance

All adults should wear clothing which:

- promotes a positive and professional image
- is appropriate to their role
- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory.

7. Gifts

All adults should:

- generally, only give gifts to an individual young person as part of an agreed reward system
- where giving gifts other than as above, ensure that these are of insignificant value and given to all children equally and a senior colleague is informed.
- ensure that gifts received or given in situations which may be misconstrued are declared.

8. Infatuations

All adults should:

- report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff.

9. Social Contact

All adults should:

- not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship.
- always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme
- advise senior management of any regular social contact they have with a pupil which may give rise to concern
- report and record any situation, which they feel, might compromise the school or their own professional standing.

10. Physical Contact

All adults should:

- be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described
- never touch a child in a way which may be considered indecent
- always be prepared to explain actions and accept that all physical contact be open to scrutiny
- never indulge in horseplay, tickling or fun fights.

The school

- has a system in place for recording serious incidents and the means by which information about incidents and outcomes can be easily accessed by senior management.
- provides staff, on a "need to know" basis, with relevant information about vulnerable pupils in their care.

11. Physical Education and other activities which require physical contact.

All adults should:

- Explain the reason why contact is necessary and what form the contact will take in order to support a child so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.
- Ensure that contact under these circumstances is for the minimum time necessary to complete the activity and take place in an open environment
- Remain sensitive to any discomfort expressed verbally or non-verbally by the child.
- consider alternatives, where it is anticipated that a pupil might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable pupil in the demonstration.

12. Toilets, Showers and Changing.

All adults should:

- avoid entering toilet cubicles when accompanying children to the toilet
- avoid any physical contact when children are in a state of undress
- avoid any visually intrusive behaviour and where there are changing rooms:
- announce their intention of entering
- avoid remaining in the room unless pupil needs require it
- **DO NOT** change in the same place as children
- **DO NOT** shower with children

13. Pupils in Distress

All adults should:

- consider the way in which they offer comfort to a distressed pupil
- always tell a colleague when and how they offered comfort to a distressed child
- record situations which may give rise to concern.

14. Behaviour Management

All adults should:

- not use force as a form of punishment
- try to defuse situations before they escalate and not use sarcasm, demeaning or insensitive comments towards the pupils.
- keep parents informed of any sanctions
- adhere to the school's behaviour management policy.

15. Care, Control and Physical Intervention

Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others.

This means that staff should:

- not use physical force as a form of punishment
- adhere to the school's positive handling policy
- always seek to defuse situations
- always use minimum force for the shortest period necessary.

16. Sexual Contact with Young People

All adults should:

- not pursue sexual relationships with children and young people either in or out of school
- avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative ie verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.

17. One to One Situations

All adults should:

- avoid meetings with pupils in remote, secluded areas of school
- ensure there is visual access and/or an open door in one to one situations
- inform other staff of the meeting beforehand, assessing the need to have them present or close by
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- always report any situation where a child becomes distressed or angry to a senior colleague consider the needs and circumstances of the child/children involved

18. Transporting Children

All adults should:

- not offer lifts to pupils
- avoid using own vehicle if possible but when necessary parental permission must be sought.

- try to ensure that there is at least one adult present, additional to the driver, acting as an escort
- ensure that they are alone with a child for the minimum time possible
- be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer
- report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures
- ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety
- take into account any specific needs that the child may have.

19. Educational Visits and After School Clubs etc.

All adults should:

- always have another adult present in out of school activities, unless otherwise agreed with senior staff in school
- undertake appropriate risk assessments
- have parental consent to the activity
- ensure that their behaviour remains professional at all times.

20. First Aid and Administration of Medication

All adults should:

- adhere to the school's first aid policy
- make other staff aware of the task being undertaken
- explain to the child what is happening
- only administer prescribed medication according to the school's medication policy.

21. Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing).

All adults should:

- make other staff aware of the task being undertaken
- explain to the child what is happening
- consult with colleagues where any variation from agreed procedure/care plan is necessary
- record the justification for any variations to the agreed procedure/care plan and share this information with parents

22. Curriculum

All adults should:

- ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity.
- not enter into, or encourage, inappropriate or offensive discussion about sexual activity or inappropriate behaviour.

23. Photography, Videos and other Creative Arts

All adults should:

- be clear about the purpose of the activity and about what will happen to the photographs/recording when the lesson/activity is concluded.
- ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose.
- ensure that all images are available for scrutiny in order to screen for acceptability.
- be able to justify images of children in their possession
- avoid making images in one to one situations.
- not take, display or distribute images of children unless they have consent to do so.

24. Internet Use

All adults should:

- follow the school policy on the use of IT equipment
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▪ **25.Awareness of the need to supervise visitors/volunteers**

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- All adults have a duty to remain vigilant to the need to safeguard children at all times. All adults should be familiar with the school system for supervising visitors/volunteers and play their part in this supervision by raising any concerns they have about visitors or volunteers, confronting visitors if necessary and being alert to the need to monitor any situations which might facilitate abuse for example visitor/volunteers being left alone with children in enclosed/isolated areas.

▪ **26. Whistleblowing**

All adults should:

- follow the school’s whistleblowing policy and report any behaviour by colleagues that raises concern.

Sharing Concerns and Recording Incidents

All adults should:

- be familiar with their school system for recording concerns
- take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or workplace.

The school has an effective, transparent and accessible system for recording and managing concerns raised by any individual in school or the workplace.

Iconfirm that I have read the above code of conduct and agree to ensure my conduct meets these guidelines at all times.

Signed Date

APPENDIX B



Together we can make a Difference

VOLUNTEER CODE OF CONDUCT

Everyone within Bexton Primary School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

We are committed to robust recruitment and selection procedures to ensure that all staff and volunteers have been appropriately screened prior to working in school.

We request that you complete, read, sign and return a copy of this code of conduct to the Head Teacher as an indication that you agree to the principles it contains and in order for the school to operate successfully.

Name:	
Classes Volunteered in	
Areas of Interest	
Regularity**	Occasional / Weekly

** Where volunteers will be in school on a regular basis – ie weekly / more than 3 times in one week or where volunteering requires a residential stay, all volunteers will be requested to complete a Disclosure and Barring Service (DBS) check.

Are you barred from working with Children by the Disclosure and Barring Service (DBS)?	YES / NO
Have you ever been cautioned, including a reprimand or warning, or have you ever been convicted of:	
<ul style="list-style-type: none">Any offence against or involving a child? (A child is a person under the age of 18)?	YES / NO
<ul style="list-style-type: none">Any other relevant offence?	YES / NO

Section 5 – Declaration	
In signing this form, I confirm that the information provided is true to the best of my knowledge and that: <ul style="list-style-type: none">• I understand my responsibilities to safeguard children.• I understand that I must notify the head teacher immediately of anything that affects my suitability including any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of me that may render me disqualified from working with children.	
Signed	
Print Name	Date

When volunteering in school I agree to:

- ❖ Treat all children equally and with respect. Respect gains respect. It is a two-way process.
- ❖ Inform another member of staff if I experience behaviour difficulties that I feel unable to deal with so that the child can be dealt with appropriately.
- ❖ Keep confidential all conversations that I may hear relating to children or other staff members.
- ❖ Not discuss with others outside school the progress or difficulties of individual children.
- ❖ Not use a mobile telephone whilst in school or take photographs of children on school premises.

Other Matters

- ❖ For your own protection, you must ensure you are never alone with one child. Please avoid all physical contact with children.
- ❖ Unless you are employed to work with the children, you must not discipline them under any circumstances. Report any issues to a member of teaching staff to be dealt with appropriately.
- ❖ If you have any concerns regarding the way a child is dealt with, please speak to one of the Key Stage Managers, the SENCO or the School Business Manager.

I have read the Code of Conduct and School Safeguarding Policy and agree to abide by the principles it contains:

Signed _____ Date _____

APPENDIX C – COVERING LETTER TO POTENTIAL VOLUNTEERS



Together we can make a Difference

Head Teacher: Mrs E Armstrong

Bexton Primary School

Blackhill Lane

Knutsford, Cheshire

WA16 9DB

01565 632816

www.bexton.cheshire.sch.uk

Email: head@bexton.cheshire.sch.uk

Dear Parent / Carer

Bexton Volunteer Register

Thank you for volunteering to help at the school, parental volunteers are invaluable to us and your help is very much appreciated.

At Bexton we are committed to the safeguarding and welfare of children within our care and therefore require all volunteers to complete and return the enclosed volunteer registration form. If you are volunteering on a weekly basis or for four days or more in the same week, we also need to complete a Disclosure and Barring Service (DBS) check on you.

If this is the case, please complete the enclosed DBS application (both sides) and return to the school office with the relevant forms of identification. Please ensure that all information is completed, including the National Insurance number as this is needed for the check. If possible, forms of identification should include:

- Passport
- Driving licence
- Utility bill for you at your home address within the last 3 months, bank or credit card statement for you at your home address within the last 3 months or council tax bill for you at your home address within the past 12 months.

If you have any queries about the type of identification suitable, please refer to the back of the form or ask at the school office. Your identification will be copied and returned to you. The copies will be shredded once the check has been completed.

The school currently uses Atlantic Data Services checking system through Cheshire Councils Disclosure service. You should receive an email from them within a couple of days of providing the information. This will ask for you to verify information relating to your identification documents and to provide details of changes of name and / or address.

Please complete and submit this information as promptly as possible so that the check can be completed within the required time frame.

It usually takes a couple of weeks for the check to be completed and you will receive a certificate through the post. This is yours to keep but please could you bring it to the school office so that we can take the details to add to our volunteer register.

Please also find enclosed a leaflet regarding who to report any concerns to at school and also information about evacuation procedures.

Thank you again for your help and co-operation.