



Ashby Hastings Primary School

"Inspiring minds to foster confidence"

Code of Conduct for Visitors Policy

Adopted by Ashby Hastings Primary School on:	Date: 23 August 2021
This policy will be reviewed	As policies, procedures and regulations are updated.
Version	1.0

For the purpose of this policy, the 'Head Teacher' refers to the Executive Head teacher, Head teacher or Head of School.

As a visitor to the school you may attract a great deal of attention and may be seen as a role model by the children. Please be aware that anyone working with children and young people should value and respect the different racial origins, religions, cultures and languages so that each young person is valued as an individual without racial or gender stereotyping. You should not promote your own political and/or religious beliefs and ask that you consider carefully your behaviour and language whilst working with school children. At all times you will be expected to adhere to the principles of equality and anti-discriminatory behaviour.

Child Protection and Disclosure Checks

In April 2002, the government introduced a new form of checking the records of anyone applying to work in certain industries where they may come into contact with young or vulnerable people. The Disclosure and Barring Service (DBS) was established to process these checks, often referred to as disclosure.

Therefore, since April 2002, it has been a requirement that anyone who is employed or engaged in any way to work with children, young people or vulnerable adults must have undergone the highest-level disclosure – enhanced. To get enhanced disclosure, your disclosure must be sought by a registered body – usually the one employing your services (paid or voluntary).

Volunteers are also required to complete a Childcare Disqualification Form.

Photographic Images and Social Networking

Please be aware that permission must be sought from teachers before any photographs are taken. Some children should not be photographed due to child protection issues. Images must not be reproduced or made available publicly without permission. In any event, photographing children must be checked with the teacher/school first and **not in any circumstances should you use your own mobile technology to take the image/video.**

Social networking sites should be used with extreme caution. Any information gained from your visit to school should remain confidential and not broadcast on the internet. Similarly, any information posted that should bring the school into disrepute will result in the withdrawal of your services to the school.

On sites such as Facebook, it is not advisable to be 'friends' with pupils of the school. Being 'friends' with members of staff should also be considered carefully, and avoided if possible.

School Rules

Our school has a set of rules that the staff and pupils follow. Please ask the staff to make sure that you are made aware of these rules so that you can be fully informed whilst working in school.

- All visitors must sign in and out of the premises
- Wear a visitor's badge
- Be aware of Fire procedures
- Follow guidelines on moving around the school
- Smoking is not permitted on school premises
- Eat and drink in designated areas at set times
- Report accidents and/or breakages
- All hot drinks to be kept away from children and not taken onto the playground
- All cups/plates returned to the staffroom
- Personal mobile phones should be turned off/on silent and kept out of sight (in bags etc) at all times. If you do need to accept a personal telephone call, please move to a suitable office space away from children.

We strongly advise that you do not have physical contact with any child unless this is overseen by a teacher and essential to the delivery of your workshop or for health and safety reasons. You may find that some children are drawn to you because you are a visitor or because they enjoy attention. As a Parent Helper, please be aware that you are at school in a 'semi-professional capacity' and that over familiarity with children is not appropriate. Please discourage children from sitting on your lap, holding your hand, cuddling you etc by offering them alternatives such as sitting next to you, being a special helper etc. If you feel in any way uncomfortable about the behaviour of a young person, please discuss this with the teachers and staff present.

It is possible that during your work with young people you may find yourself being confided in by a troubled young person. The general response to this situation should be to inform the young person that you are not able to keep a confidence where it relates to anything, which may endanger them, or others or which relates to the wellbeing of that young person. **If any child discloses information to you, you should report this immediately to the Designated Safeguarding Lead. At this school, this is the Executive Headteacher and Head of School.**

In most circumstances it would be inappropriate for you to develop a personal relationship with any of the children you encounter during your work in school.

Practical issues

When working in school or off-site you should not at any time be left alone with a child or group of children unless in an open area. It is reasonable for you to expect a teacher and support staff to be actively available at all times during your visit with the children.

Outside Agencies and Theatre Groups

If it is necessary for you to drive onto school premises and/or unload resources, please do so with great care. Always park in designated areas (never obstruct fire exits) and keep your vehicle locked at all times.

Outside agencies and theatre groups should always carry out a health and safety check (and risk assessment if appropriate) of the intended area/performance space and present possible hazards to the Headteacher.

Whilst preparing your work area please ensure that there are no children present.

Where you have highlighted the need to store materials or work in progress we recommend that you make sure all staff including non-teaching staff are aware of this and that they have made appropriate arrangements (if necessary).

We would not recommend that you allow children to help in your preparation work. However, if children are to be supervised by a teacher and there is no foreseeable risk it may be acceptable for them to assist in clearing up/moving materials etc.

- Staff and visitors in schools should only use staff toilets and changing areas.
- If you are using prescribed medication you should be aware of any possible side-effects it may have on you and if appropriate re-schedule your visit. Any prescribed medication should be locked away and out of reach of the children.
- Whilst working in school or off-site with a group of children it would be unacceptable for you to be affected by alcohol or illicit drugs. Do not consume alcohol or illicit drugs on school premises or carry them with you off-site whilst working with children.