



Moreton Church of England Primary School



# Moreton Church of England Primary School



## Visitors and Visiting Speakers Policy

Date: October 2022

Agreed by Governors (Date):

Signed (CoG):



This policy should be read with the following policies/procedures:

- Safeguarding & Child Protection Policies 2022
- Volunteer guidelines
- Collective Worship policy
- PREVENT Strategy HM Gov 2015
- Keeping Children Safe in Education DfE 2022
- Managing Aggressive Behaviour Policy

## 1. Introduction

Visitors are welcome to Moreton C of E (VA) Primary School. They make a contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of its pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children under this school's responsibility both during school time and in extra-curricular activities which are arranged by the school. The ultimate aim is to ensure the pupils of Moreton C of E (VA) Primary School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection guidelines.

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists etc.)
- All governors of the school
- All parents/carers
- All pupils
- Education personnel (Local Authority staff, Inspectors)
- Building and Maintenance Contractors

This policy applies to all visitors invited to Moreton C of E (VA) Primary School.



## 2. Visitors Invited to the School

Where possible permission should be granted by the **Headteacher** before any visitor is asked to come into school. The Headteacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

- All visitors must report to reception first - they must not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification where appropriate.
- All visitors will be asked to sign in using the school's signing in procedure.
- All visitors will be required to wear a lanyard/label.
- Visitors will then be escorted to the point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground.
- On departing the school, visitors should leave via reception, sign out using the school's procedures and return their identification label to reception.

Where visitors are invited into the school for extra curricular activities such as viewing work or for curriculum workshops, we will ensure that safeguarding of pupils is our priority. We will put into place arrangements to ensure that all pupils and staff feel safe. This may require changing rooms around, limiting parents allowed within certain areas or classrooms within the school, providing SLT support for teachers.

A visitor will be asked to leave if they:

- Use abusive or insulting language
- Speak to another pupil in a negative way
- Approach a member of staff to discuss a confidential matter
- Threaten any member of the school community
- Act in an intimidating manner towards any member of the school community



## **Visitors whose purpose is to work with pupils in some capacity:**

- Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals or, alternatively, they may be working with a pupil on a one to one basis (e.g. Children's services or health professionals.)
- Staff should ensure all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be alone with pupils at any point. This includes whole class or small group teaching or one to one interviews/reading with pupils or escorting by students around the building.

If a visitor has DBS clearance they may work with students unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview/reading. This must be agreed in advance.

- Regular visitors to the school must have DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of this visiting speakers' policy.

## **3. Use of External Agencies and Speakers**

At Moreton C of E(VA) Primary School we encourage the use of external agencies or speakers to enrich the experiences of our pupils; however we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos. We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our pupils.

All External Agencies and Speakers must read and accept the Visiting speakers agreement. (Appendix 1).



Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils

We recognise, however, that the ethos of our school is to encourage students to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this. Therefore, by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help them develop the critical thinking skills needed to engage in informed debate.

#### **4. Unknown/uninvited Visitors to the School**

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to reception to sign in and be issued with an identity badge/label.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed immediately.
- The Headteacher and/or members of the Senior Leadership Team will consider the situation and decide if it is necessary to inform the police.
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.



## 5. Governors

- All governors have DBS clearance.
- Governors should wear an ID badge at all times.
- Governors should sign in and out using the signing in system.
- New governors will be made aware of the policy and familiar with its procedures as part of their induction.

## 6. Staff Development

As part of their induction, new staff will be made aware of this policy and will be asked to ensure compliance with its procedures at all times.



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## Appendix 1



### Moreton C of E (VA) Primary School Visiting Speakers Agreement

At Moreton C of E (VA) Primary School we understand the importance of visitors and external agencies to enrich the experiences of our pupils.

In order to safeguard our children we expect all visiting speakers to read and adhere to the statements below.

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils
- Visitors (unless DBS checked) will also be accompanied by a member of staff at all times

#### Visitor

Name:

Signed:

Dated:

#### School Representative

Signed:

Dated:



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## Appendix 2



### **Volunteers' Code of Conduct**

Thank you for volunteering to assist at our school.

We value the contribution you can make to our pupils' learning. This Code of Conduct sets out the guidelines that we expect all our volunteers to follow. Please read through them carefully before signing at the end to say you understand and agree to abide by the Code, then return the signed copy to the school office for our records. We will take a photocopy to give back to you.

Volunteers who feel they cannot fully abide by the guidelines within this Code should withdraw their offer of help.

#### **1. Supervision**

1.1 You should be supervised by a member of staff at all times when working with pupils unless you have obtained a valid enhanced DBS (Disclosure and Barring Service) check. Never work alone in a room with one pupil.

1.2 You should follow the guidance and instructions given by members of staff about your role in the activity that you are helping with.

1.3 Parents of pupils will normally be asked to volunteer in a class other than that attended by their child. If, however, a parent assists in their child's class and a conflict of interest arises, e.g. giving undue attention and support to your own child, or using the time to discuss your child's progress with the class teacher, then the class teacher and/or the headteacher may ask the parent to reconsider their offer of help.

#### **2. Professional Relationships**

2.1 At all times you should maintain a 'professional' relationship with all pupils and staff. This will minimise the risk of any allegations of inappropriate behaviour.

2.2 Permission should be sought from a pupil before physical contact is made. Even if you know some of the pupils very well you should limit physical contact with pupils, ensuring physical contact is only ever in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender and ethnicity.

2.3 Do not share inappropriate personal information about your views, beliefs, sexual relationships or lifestyle.

2.4 Never give or exchange contact details with pupils, including email or home addresses, phone numbers or social networking identities. Avoid any communication with a child or young person that could be interpreted as sexually suggestive or provocative. Volunteers are in a position of trust with children and young people under 18 at the school and are reminded that it is an offence to engage in sexual activity with or in the presence of a child or young person.





2.5 Volunteers should use the staff toilet, never the pupils' toilets. On educational visits and outings when public toilets or changing areas may need to be used, you should exercise caution and avoid placing yourself in a position where your actions might be open to criticism or misinterpretation. Male volunteers should use a cubicle in public toilets.

2.6 If a pupil tells you something or you see something that concerns you this should be reported to the class teacher immediately. If you feel what has been disclosed and/or witnessed is of a safeguarding nature which may be putting a pupil's welfare at risk, then this should be reported to:

- a. Mrs Nikki Batt (Designated Safeguarding Lead), or in their absence
- b Mrs Amy Mead (Alternate Designated Safeguarding Lead).

2.7 Remember that you must not try to investigate the matter any further yourself, for example by asking the pupil questions, and that you should never promise to keep any disclosure by a pupil a secret.

2.8 Behaviour management of the children is the responsibility of members of school staff (headteacher, teachers, teaching assistants and MDA's) and should not involve volunteer helpers. If you are working with pupils who are misbehaving, please refer this to the class teacher as soon as possible. Never try to reprimand or allocate punishments yourself.

2.9 You should act appropriately towards all pupils, parents, carers, staff and other volunteers, whatever their socio-economic background, age, gender, sexual orientation, disability, race, religion or belief. If you witness or experience bullying, harassment or discrimination, no matter who is the victim or perpetrator, you should raise this with the headteacher.

2.10 If you have any concerns about following this guidance or are aware of any incidents that occur that may be misconstrued or give rise to concern, please talk to the headteacher.

### **3. Setting an example**

All volunteer helpers at our school should be positive role models to the children, so we expect you to:

3.1 Dress appropriately for the school setting and the tasks and role you will undertake.

3.2 Talk politely and calmly to all pupils. Avoid sarcasm, demeaning or insensitive comments.

3.3 Never use inappropriate, offensive or abusive language whilst on the school premises, even in the staffroom.

3.4 Never smoke in the school building or grounds as it is strictly prohibited to do so.



3.5 Offer encouragement and praise to the children, both verbally and in written comments, e.g. a comment in their reading record. Never show favouritism to a particular child or group of children nor give rewards which are outside of the school's agreed policy.

3.6 Promote and follow the classroom rules.

3.7 Never discuss subjects that are inappropriate for the age of the pupils to participate in, or listen to, including references of a sexual nature or 'gossip'/ sharing of information about staff, parents or pupils.

3.8 Never be under the influence of drugs or alcohol when assisting as a volunteer.

## **4 Use of mobile phones, cameras and computers**

4.1 Use of personal IT devices and mobile phones is prohibited, except under exceptional circumstances where the prior agreement of the headteacher has been obtained. If you need to use your mobile phone in an emergency whilst on the school premises, please go to the school office. Using the video or camera features of your mobile phone whilst on the school premises is strictly prohibited.

4.2 The school's ICT equipment and mobile phones may only be used in accordance with the school's Acceptable Use of ICT and Mobile Phones Policy and should normally be used for school purposes only.

4.3 The school's photographic and video equipment may only be used by volunteers with the prior approval of the headteacher.

## **5 Gifts and rewards**

5.1 Personal gifts must not be given to pupils. Neither should you give pupils any rewards not covered by school policy. Nor should you accept gifts from pupils (other than small tokens at Christmas or as a 'thank you') without first seeking permission in writing from the headteacher.

## **6. Transporting pupils**

6.1 If you are asked and agree to transport children to an event or other location in your own vehicle you should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded.

All passengers must wear seat belts and car seats must be used for children in accordance with current legislation (including the requirement that children must normally use a child car seat until they're 12 years old or 135cm tall, whichever comes first).



6.2 It is inappropriate for adults to offer lifts to a child or young person outside their normal duties, unless this has been brought to the attention of the headteacher and has been agreed with the parents/carers.

## **7 Safety procedures**

7.1 Volunteers should familiarise themselves with the fire safety procedures and evacuation routes that are clearly displayed in each classroom. In the event of the alarm sounding, all volunteers should leave via the nearest available fire exit and should not try to recover personal belongings or search for pupils.

Our main fire assembly point is on the school field. If you have any questions about the fire safety arrangements, then please speak to the School Bursar or the headteacher.

7.2 Please sign in as a visitors on our electronic system on your arrival and sign out when you leave. This helps us maintain an accurate list of the people on the school premises in the event of a fire.

7.3 Please obtain a visitor's badge from the school office upon your arrival, regardless of how well known you are to the pupils. Please remember to return the visitor's badge before you leave.

7.4 Exercise reasonable care for the safety and welfare of yourself, pupils, members of staff or others on the school premises at all times.

## **8 Educational Trips and outings**

8.1 Volunteers who are accompanying pupils on educational trips or outings must be approved by the school and be subject to the normal checks and arrangements as outlined in the school's Educational Visits policy. Volunteers who are working with children on a school trip overnight between the hours of 2am and 6am, who may have face-to-face contact with a child, must have a valid DBS check.

8.2 Volunteers should take particular care when supervising children and young people on trips and outings, where the setting may be less formal than the school environment. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

## **9 Medical issues**

9.1 The class teacher you are supporting should inform you of any pupils who have severe medical needs, so that you are aware of any symptoms to look out for. All medical information about pupils is strictly confidential and therefore only very limited information will be provided.



9.2 If a pupil requires medical attention inform a member of staff immediately. They will get a qualified first aider to attend to the pupil. **Volunteers should not administer first aid except in an emergency.**

## 10 If you are unable to attend

10.1 If you are due to help in the school, but are unable to do so because of illness or personal circumstances, please inform the school by ringing 01394 462190 as soon as possible. Please use the answer phone messaging system if no one is available to take your call. This will help our teachers adjust their lesson plans if they know your support is unavailable.

## 11 Confidentiality

11.1 All information you may hear or see about a pupil is of a confidential nature. You should not discuss any pupil outside of school that you have been working with directly or indirectly. This includes speaking to other parents about their child or other pupils, speaking to family and friends and posting messages online about your experiences in our school, e.g. on Facebook or via email. If other parents approach you for information, always explain that you are not allowed to discuss school matters with them and ask them to speak with the class teacher or headteacher if they require further information.

## 12 Breaches to this Code

12.1 If the headteacher believes that any of the above guidance and expectations has been breached, then it is at their discretion to decide either to give a warning to the volunteer concerned or to instruct the individual to cease attending the school as a volunteer.

12.2 We want all the people who work within our school to maintain the high standards of personal conduct outlined in these guidelines whilst they are on our school site. If the headteacher is concerned that events in your private life may affect the reputation of the school and/or impact on the effectiveness and safety of those who work and attend our school, they will instruct you to cease your support as a volunteer.

## 13 Policies

13.1 Upon agreeing and signing this 'Code of Conduct', you will be asked to read:

Health & Safety policy,

Safeguarding policy,

ICT Acceptable Usage policy,

Educational Visits policy

and any other relevant policies as determined by the school.



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You will need to sign as confirmation that you have read these policies.



## 14 Safeguarding training

14.1 Those volunteers that require a DBS check and meet the 'frequency and intensity' test will also need to attend the Introduction to Safeguarding training as a statutory requirement every three years.

Name: .....

I have read and understood the contents of the 'Volunteers Code of Conduct'. I understand my duties with regards to Safeguarding pupils. I agree to abide by the procedures and expectations for volunteers that are set out in this code.

Signed:..... Date: .....