



Newdigate C of E (Endowed) Infant School

## Visitors Policy



*In God's hands we learn and grow*

Newdigate Infant school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.



## **This policy is part of Newdigate Infant Schools' Safeguarding Systems**

We are a small school at the heart of the village community. As a Church school with a strong Christian ethos we are committed to doing the best for all of the children in our care, making everyone feel included and valued. We take pride in providing our pupils with a broad and engaging curriculum that makes the most of our amazing facilities. Children leave the school ready to take the next step in their schooling with confidence and enthusiasm, showing respect and consideration to those around them.

Our aim is that the children are creative and inventive, both in and out of school. Working in partnership with families, carers and members of the wider community we aim to foster their desire to explore, stimulate their curiosity and provide them with the tools necessary to make them independent learners, excited by the world they live in.

### INTRODUCTION:

Families and visiting professionals are a valuable resource to our school, they bring a wealth of skills and experience that can enhance the learning opportunities of our children and we are always happy to have them help us when they can, as long as they have the required DBS checks in place. If you feel you can offer your services in any way please contact your child's class teacher or talk to one of the office staff who will point you in the right direction.

All visitors work under the supervision of a staff member, for volunteers this will usually be in the class in which they are helping.

Visitors are reminded that as adults, we are role models to our children and work hard to set a good example. We always behave in a mature, respectful, safe, fair and considered manner. Visitors are asked to have minimal physical contact with children and not to be alone with any child or children during their stay unless in exceptional circumstances.

The welfare of our children is paramount: as a Church school with a strong Christian ethos, we are committed to doing the best for all of the children in our care, making everyone feel included and valued. We have worked with members of our community to choose six Christian based values that will help guide us to be the best we can be in our everyday lives.



These values, along with the fundamental British values, will form the foundation of our choices as adults and we will take the time to learn more about what they mean and question what they might look like in our community and beyond, making sure this is understood by and relevant to the lives of the children.

They are translated in actions through our 'Bee Rules':

*Be thoughtful – Be kind-Be honest-Be hard-working-Be respectful.*



***Be the best that you can be***

In addition, our school actively promotes the spiritual, moral, social and cultural development of our pupils as well as their personal, social and health education.

**ALL visitors are expected to uphold these values and any visitor who does not appear to be following these rules will be challenged.**

#### BECOMING A VISITOR:

Anyone wishing to become a visitor must contact the appropriate school office or any member of staff. Any prospective visitor will then be asked to complete a Visitor Information sheet (appendix 1). Before helping in school visitors must sign the Visitor Agreement which confirms that they have read and understood this Policy (appendix 2). The school is committed to safeguarding and promoting the welfare of children and young people and will seek enhanced DBS clearance checks for all regular visitors.

#### CONFIDENTIALITY:

Visitors in school are bound by our confidentiality code. Any information about children, families or others within the school should be kept confidential and not mentioned outside the school. This also applies to use of social networking sites such as Facebook. Any concerns a visitor may have about a child must be shared with a member of staff and not with the child's parents or carers or anyone else. Any concerns regarding a child's safety must be shared immediately with the Designated Safeguarding Lead (Mrs Paula Bliss) or Deputy DSL (Mrs Rachel Moon).

Visitors who have concerns about any adult or child in the school must speak immediately to the Designated Persons as stated above

#### MOBILE PHONES:

Phones can be brought into school but must not be used when working in class or around the school. Phones must be stored away safely until break times and/or leaving the premises. **Personal phones and cameras must not be used to photograph children. No photographs may be taken unless instructed by the teacher and using school equipment.**

Visitors are usually not expected to use the school computers.

#### HEALTH AND SAFETY:

The school has a health and Safety Policy which is available on request. Class teachers should ensure visitors are clear about emergency procedures and alert visitors about any potential hazards in an activity. Visitors must report any Health and Safety concerns to the class teacher, Head or Heads of school.

We are a no smoking site.

### COMPLAINTS PROCEDURE:

Any complaints made about or from a visitor must be referred to The Headteacher. A copy of the school complaints policy is available from the school office.

For the purpose of this policy we define visitors as volunteers (persons who are not employed by the school) or visiting professionals delivering a service to the school. Visitors to the school should enter through the main gate and request entry via the intercom. On entry to the school, through the main door, visitors are made aware (by office staff) of our safeguarding and health and safety practices and are asked to 'sign in'. Office staff will provide visitors with a badge, which they are obliged to wear.

**As a visitor, you will be given a 'Visitor' badge for you to wear. All members of staff have a duty to challenge any visitor not wearing a badge and accompany them to the office to complete the 'signing in' process.**

**NEWDIGATE C of E INFANT SCHOOL INFORMATION SHEET (appendix 1)**

Name of visitor:

Date of birth: (This information is needed to confirm identity)

Other names known by (including maiden names):

Address:

E mail address:

Home Telephone:

Mobile:

Preferred Age group/classes:

Name/s and class/es of child/children at Newdigate Infant School (if applicable):

Do you have any disabilities/medical or other needs which should be taken into account by the school? (Please give details)

Do you have any previous convictions and/or cautions, however long ago, must be declared to us at this stage, however minor.

**Thank you offering to help at Newdigate School and for completing the information sheet. Please give the sheet into the main office and we will be in touch with you shortly.**



## NEWDIGATE C of E INFANT SCHOOL VISITOR AGREEMENT (appendix 2)

Thank you for offering your services as a visitor at Newdigate C of E Infant School. Your offer is greatly appreciated and we hope that you will enjoy, and gain much from your experiences here.

Please read and sign this Visitor Agreement Sheet and hand to the school office. You will receive a copy for your own records.

### **I confirm that:**

- I have received and read a copy of Newdigate's Visitor Policy and Child Protection and Safeguarding Policy.
- I agree to abide by the contents of the Visitor Policy.
- I agree to support the school vision and ethos as stated in the Visitor Policy.
- I will inform the school if, following the DBS checks, I come to the attention of the Police/Social Services within 5 school days for any reason.

Signed:

Name: (IN CAPITALS)

Date: