



**Coatham Church of England Primary
School
Visitors and Volunteers Policy**

COATHAM CE PRIMARY SCHOOL



“Learn not for school, but for life”

We are a supportive church school community where every individual is accepted, their interests encouraged, and where everyone is supported to learn to believe in themselves. Through varied and creative learning experiences, we want our children to be successful and resilient, now and in their future, both in this unique community and further afield.

Our Christian values of Friendship, Respect and Fairness run through all of our teaching and learning and help us to understand that we can all make a positive difference to our world, as we love our neighbours as ourselves (Matthew 22:39).

Visitors and Volunteers

VISITOR INFORMATION

Before beginning a placement at school, Visitors and volunteers will

- Informed of procedures for evacuation of the building in the case of the fire bell sounding (a continuous ring)
- Reminded of confidentiality and Safeguarding issues relating to their visit, with reference to the DSL and DDSL. (Dedicated Safeguarding Lead and Deputy Dedicated Safeguarding Lead)
- Informed of which toilet facilities are available to them
- Visitors are directed to have phones switched off except in the staff room.

The documentation shared with visitors will cover the areas highlighted above; all staff should use their professional judgment to ensure that suitable reminders and checks are made, so that they are assured that the guest understands them:

Visitors not working with children in a professional capacity will not be permitted to work with children unsupervised in line with our Safeguarding Policy.

Visitors from children's, health, inspection or other agencies who will be working directly with children unsupervised, will be required to provide photographic ID and suitable evidence of a DBS clearance.

Supply teachers and teaching assistants, and Student Teachers and Student TAs must all have Enhanced DBS and barred List checks completed before beginning placements; therefore they can work with group of children unsupervised. This is in place through the Galileo Assurance List. Information for supply teachers is provided in each teaching area and a pack containing relevant information will be provided by the admin team when signing in.

VOLUNTEER INDUCTION MEETING

An Induction Meeting will be held with the Headteacher prior to the placement beginning. The Galileo volunteer checklist will be completed at this meeting; volunteers must provide a) photo ID b) proof of address), and must apply for an enhanced DBS which must be shared with school before commencement of placement. The Induction Meeting will cover: safeguarding confidentiality, evacuation, volunteer's medical needs, with a tour of the site. This is completed onto the Galileo Volunteer Induction Form (see Appendix). Volunteers are directed to have phones switched off except in the staff room.

Work experience students will not be permitted, to work with children unsupervised.

All visitors will be required to dress in a professional manner.

Building Works and Access by Contractors

Contractors working on the site will be asked for relevant ID and will be required to complete an AW3 form which will be countersigned by a member of the admin team. Appropriate H&S procedures will be followed. Contractors do not work on site during

hours in which children are present. If they have to access the site in school time they are accompanied by a member of staff.

Visitors

We welcome visitors in our school, but request that all visitors adhere to the school's procedures and protocols to ensure that Safeguarding and Health & Safety issues do not arise.

All staff are reminded of the responsibilities made clear in "Keeping Children Safe in Education", the school Safeguarding and Child Protection Policy" and the Local Safeguarding Board Procedures when arranging to work with visitors, or when working with them in school.

All visitors are asked to comply with the following:

- Report to the main reception area in the east building and speak to a member of the admin team
- Sign in using the school's signing in procedure
- As part of the signing in process, visitors are asked to read information detailing the school's procedures for Safeguarding and Evacuation
- Phones are asked to be switched off.
- Wear the visitors lanyard prominently along with badge.
- Not use personal photographic equipment
- Sign out upon completion of their visit

Moving around school

- Regular visitors from children's agencies and regular volunteers who are familiar with school buildings will be asked to go directly to the area of school relevant to their visit as directed by a member of the admin team. New or infrequent visitors will be escorted to the relevant area of school by a member of the admin team.

Access to electronic systems

Except with the explicit permission of the head teacher visitors will not be given access to the electronic or other data management systems. When access is given it will follow the school policy that applies at the time.

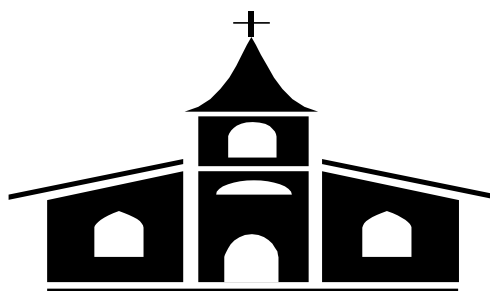
Reporting Concerns

If any visitor or volunteer has a safeguarding concern whilst in school, it should be reported to the Designated Safeguarding lead or, in their absence, one of the Deputy Designated Safeguarding leads; their pictures and names are displayed around school. Should another member of staff be approached they should use their professional judgement and follow the Local Safeguarding Board and school procedures that apply in the given circumstance.

If the safeguarding concern relates to the Head teacher, it should be reported to the designated safeguarding governor.

Planning for Visitors

Staff should seek approval for the Head teacher for all visits made to school by individuals or organisations



Coatham C of E Primary School

STUDENT (Agency Worker)/WORK EXPERIENCE/VOLUNTEER

Name	
Placement Details	
DBS/ID Seen	DBS number Type of ID
Educational Establishment	
Dates	
Signing in/out procedure	
Meet staff and tour of school	
CP	
Confidentiality	
Fire Evacuation	
Risk Assessment (if required)	
Letter of Assurance Received	
Use of mobile phone	
Other relevant policies on website	
Delivered By: Date	
Accepted By: Date	

