



January 2016



Beetham CE Primary School
Guidelines for Visiting Teachers /
Adults and Volunteers

Headteacher: Ms. W E Nicholas

"Thank you very much for offering to come into our school. Your help and support makes an invaluable contribution to the life and work of our school"

Document for:

Stanley Street

Beetham, Nr Milnthorpe

Cumbria, LA7 7AS

Telephone: 015395 62515

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We are really lucky at Beetham CE Primary School: our parents, carers and visitors recognise the importance of supporting us in the education of their children, and we welcome and encourage the many offers of help we receive. This means we often have a variety of adults working on the premises at any one time.

To ensure we can manage this safely and successfully, this booklet provides some important information that we ask you to read carefully and sign to confirm you understand and agree to its contents

Aims and objectives of this booklet

It is our aim to safeguard all children during school hours and extra-curricular activities. We want all pupils at Beetham School to learn and enjoy experiences, in an environment where they are protected from harm.

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

If there is anything you are unsure of, or you have any questions after reading this booklet, please do not hesitate to ask.

Declaration

I have read and understood this booklet and associated documents, and agree to abide by the contents and guidance outlined.

Signed

Date.....

This policy should be read alongside the following policies and guidance:

- ◆ Beetham CE School Safeguarding and Child Protection Policy
- ◆ Beetham CE School Health & Safety Policy
- ◆ PREVENT Strategy (HM Government)
- ◆ Keeping Children Safe in Education (DfE 2015)
- ◆ Staff Handbook (where applicable)
- ◆ Safe Working Practices for Adults
- ◆ Our school website www.beethamschool.co.uk/information/school-policies/

Beetham School's 'GOLDEN RULES'

We ask the children to remember a set of Golden Rules, which form the basis for life in school:

- ◆ Do be gentle
- ◆ Do be kind and helpful
- ◆ Do work hard
- ◆ Do look after property
- ◆ Do listen to people
- ◆ Do be honest

Similarly, we ask that parents, carers and other visitors show respect and concern for others by supporting the ethos of the school and setting a good example in their own speech and behaviour.



Security in School

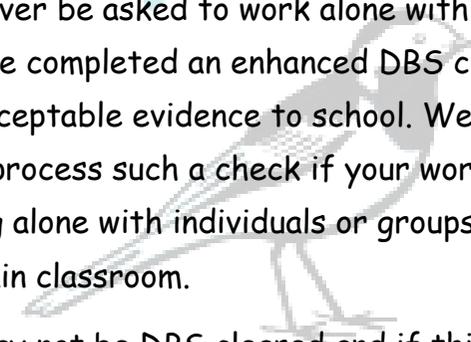
On arrival in school, please use the front entrance, and sign in using our Visitors' Book. A member of staff will brief you on emergency procedures, and give you a badge to wear. Please read the information on the reverse, which outlines information regarding fire regulations and safeguarding. This badge should be returned on leaving the premises. Please also remember to sign out in the visitors' book.

Visitors will never be asked to work alone with children UNLESS they have completed an enhanced DBS check and provided details / acceptable evidence to school. We may ask your permission to process such a check if your work is likely to involve working alone with individuals or groups of children outside the main classroom.

Contractors may not be DBS cleared and if this is the case we ask that, where possible, work is carried out before or after school hours.

Safety

Please be aware of the health and safety practices in school. In the classroom, the class teacher will brief you regarding any equipment that could pose a specific risk.



Visiting Speakers

At Beetham 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 and speakers to ensure the relevance and purpose of their visit. In order to safeguard our children we expect all visiting speakers to ensure that:

- ◆ Any messages communicated to pupils support fundamental British Values and our school values
- ◆ Any messages communicated to our pupils are consistent with the ethos of the school and in line with our Single Equality Policy and our PREVENT Duty statement
- ◆ Activities are appropriate to the needs of the pupils
- ◆ Activities are properly embedded into the curriculum and linked to schemes of work

Collecting Evidence

On occasions, a visitor to school may ask to collect evidence for their own records (e.g.. Trainee teaching assistant, an external company wanting promotional material).

Photography and analogue or digital recording in any form will only be permitted at the discretion of the Headteacher. This may be to comply with the Data Protection Act, preserve copyright and/or maintain confidentiality.

Confidentiality

It is essential that confidentiality is maintained. Whatever happens in school should not be discussed with anyone outside of school, nor should any conversations be repeated. Volunteers and visitors should not be drawn into inappropriate topics of conversation with pupils, and should seek advice from a member of staff if any doubt about anything.

Working in the same class as your child

If you are working in the same class as your child, remember it is quite common for children to find this unusual at first and they may not act in their normal way. If this happens, just encourage them to do what the others are doing, and let the class teacher or teaching assistant know so they can intervene and support.

Discipline

We ask you to encourage good behaviour, but to leave sorting out problems or disputes to the teaching staff. This is applicable in the classroom, the playground, and off-site.