

Code of Conduct for Visitors, Volunteers and External Staff



Welcome to Nythe Primary School.

We all recognise that our purpose is to provide the very best quality learning experience for each child within a safe, secure and happy environment where mutual respect is paramount. As a visitor to our school we would ask that you support us to achieve our purpose and, to this end, would ask that you follow the guidance points below.

On Arrival

Please ensure that you

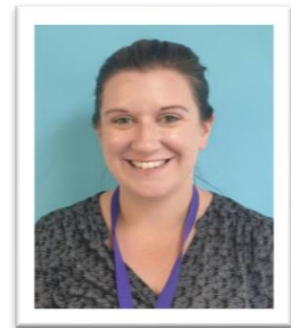
- sign in the visitor's book
- wear the visitor's badge you are given
- familiarise yourself with safeguarding and child protection procedures – please speak to a member of staff if you are unsure. If you have a concern about a child or an adult during your visit, please speak a member of our safeguarding team BEFORE LEAVING



Designated Safeguarding Lead:
Clare El-yorby, Principal



Deputy Designated Safeguarding Lead: **Jenni Akroyd**,
Assistant Head Teacher, SENDCo,
Y4 Teacher



Deputy Designated Safeguarding Lead: **Carly Robbins**
EYFS Leader/Nursery Teacher

Safeguarding Requirements for Visitors

If you are going to be working unsupervised with pupils at any point during your visit, you must have an enhanced DBS check and barred list check. Please provide this information to the office on arrival. If you do not have a DBS or barred list check then **you must always be accompanied by a member of our staff**. Only adults who have a **barred list check** in addition to an enhanced DBS check are allowed to work unsupervised with pupils and will be given a visitor's badge with a green lanyard.

For regular visitors and volunteers, please see a member of the safeguarding team if you require further training.

Concerns about safeguarding practice within our school

If you have concerns about poor or unsafe practice and potential failures in the school's safeguarding regime you must raise this with the Principal before leaving the site. If you feel unable to raise a concern with the Principal or feel that your genuine concerns are not being addressed, the **NSPCC whistle-blowing helpline** is available to you.

Contact the Whistleblowing Advice Line

Call **0800 028 0285**

Email **help@nspcc.org.uk**

Use of personal mobile phones

Staff and adults working in / visiting the school are not permitted to use personal mobile phones in any areas of the school, with the exception of the staff room and senior leaders' offices. We would ask that if at all possible phones are switched off or put on silent.

Confidentiality

- You must not give your personal contact details to children for example, e-mail address, home or mobile telephone numbers, details of web based identities.
- You must not have pupils at the school as friends on any social networking site account.
- You should refrain from discussing/commenting on individual pupils, school information or staff outside of the school (including on social network site accounts).
- You should refrain from taking photographs of pupils (unless this has been agreed with the Principal and is part of the purpose of your visit).

School Trips

If you are helping on a school trip please refrain from taking photographs of the pupils on personal mobile phones. If the class teacher would like photographs taken, you will be supplied with a school camera for this purpose.

In the event of a fire.....

Leave the building by the nearest fire exit and go to Assembly Point 7 (orange pencil adjacent to the pedestrian gate in the playground)

If you are in charge of a group of children, take them to the pencil corresponding to their year group.

Times of the school day

8.40 am	Children arrive
10.25 – 10.40 am	Morning break
12 – 1 pm	KS1 Lunch time
12.10 – 1.10 pm	KS2 Lunch time
3.10 pm	Home time

If you are in charge of a group of children, you are responsible for collecting them from the playground and seeing them out at the end of the day – there is a list of children by each classroom door, detailing who has permission to collect them and which children have permission to walk home alone.

Medical Information:

A poster detailing all children with health care / dietary needs is in the staffroom, offices and all classrooms.

Copies of individual care plans are on the noticeboard in the staff room.

Staff Toilets

Male and female toilets are located in the admin corridor opposite the staff room.

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Please sign the sheet behind this to confirm that you have read this code of conduct and agree to follow the expectations laid out here.

If there is anything you are unsure of please ask a member of the office staff or the safeguarding team. Thank you.