

# **Newchurch Community Primary School**



## **Regular Visitor Handbook**

# Welcome

Welcome to our school. We are very proud of the work we do here and are delighted that you have chosen to participate in the life of the school. Thank you for taking the time to help our children and staff.

Whilst we are delighted that you have agreed to help in school, there are a few procedures and policies of which you need to be aware. These relate to the safeguarding of our children and it is vital that you are both aware of them and adhere to procedures set out in these policies and codes of conduct.

Safeguarding children is of paramount importance. As a regular visitor to school you have the privilege of building relationships with pupils. You have a responsibility to report any concerns you may have about a pupil to the class teacher or Designated Senior Person for Child Protection: Mrs Lawrenson, Mrs Narraway and Mrs Wormleighton. Please read carefully what to do if a child discloses information regarding child protection issues.

Health and Safety issues are of equal importance. Please read the advice and if you have any additional questions or concerns, speak to Sara Lawrenson, our Health and Safety Co-ordinator, Mr Duckett.

Our Confidentiality Policy is vital to ensure the privacy of both staff and pupils and we ask that you read and sign it. Please give a signed copy to one of our office staff.

It is school policy to have volunteers working in a different class to that of their child(ren).

Our Code of Conduct sets out how we expect staff and visitors to behave around school.

Thank you for your support.

## **Safeguarding Children**

Children suffering from abuse can sometimes show outward signs such as bruising or other marks on the skin. There can also be no obvious outward signs but they will often try to communicate about their abuse with a trusted adult. As a regular visitor to school, you could find yourself in the position of being told something that relates to abuse.

If a child tries to tell you something they might ask you to keep it secret. You must NEVER promise to do this. You must only listen and clarify information that is given. Do NOT ask leading questions or offer suggested words. Reporting disclosures should only contain the child's actual words or phrases. Please read the following 'Dos and Don'ts' regarding disclosure.

### DO

- Keep an open mind
- Reassure the child that they are right to tell
- Listen carefully
- Work at the child's pace
- Ask only open questions – if you must ask them, clarify the facts, don't interrogate
- Tell the child they did the right thing by telling you.
- Explain what you need to do next
- Record accurately and quickly using child's words
- Pass on to DSL on the same day

### DON'T

- Make false promises about confidentiality
- Interrupt
- Interrogate / investigate
- Assume e.g. this child tells lies
- Make suggestions about what is being said
- Ask leading questions
- Speculate or accuse anyone
- Show anger, shock etc
- Tell the child to go and speak to someone else
- Forget to record accurately and/or pass on to DSP

Should you have any further questions about Child Protection, please speak to Mrs Lawrenson, Mrs Narraway or Mrs Wormleighton.

## **Code of Conduct for Regular Visitors**

### 1. Private Discussions with Pupils

- It is highly unlikely that a member of staff would ask you to work in a closed room on a 1:1 basis. For your own protection, do not put yourself in a position of being alone with a child. Position yourself in an open space with the door open.

### 2. Physical Contact with Pupils

- As a general principle, we accept the advice not to make unnecessary physical contact with pupils (see restraint policy)
- It is unrealistic and unnecessary, however, to suggest that we as staff should touch pupils only in emergencies. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. As staff we should not feel inhibited from providing this.
- We agree never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm (see restraint policy)
- Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint.
- Only members of staff should administer First Aid to a child. If a child approaches you with an injury, please get a member of staff.
- Any physical contact, which would be likely to be misinterpreted, by the pupil, parent or other casual observer should be avoided.

### 3. School Security

- It is the duty of all of us to ensure the security of the school building both before and after the end of the school day, playtimes and dinner times. We will all take time out to ensure external doors are closed securely and gates locked at appropriate times.
- As a visitor to the school, you will be requested to sign in and out of the Visitors book. Please also ask the office staff for a visitors badge and return it to the office at the end of the day.

### 4. Safeguarding

- Care should be taken when using ICT as a form of recording, especially digital cameras. We agree that photographs of children should only ever be taken as a record of school approved activities, be taken on school iPads and only be stored on school PCs or laptops. Images of children must not be stored on home PCs etc.
- We agree that the use of mobile phones to record images of children is forbidden. Therefore, please refrain from using your mobile phone when working in the school.

### 5. Relationships

Within the Pastoral Care Policies of the school and the employing authority, we will ensure that our relationships with pupils are appropriate to the age, maturity and sex of the pupils, taking care that our conduct does not give rise to comment or speculation. Attitudes, demeanor and language all require care and thought, particularly when we are dealing with adolescent boys and girls.

### 6. Around school

- We agree that all mobile phones should be switched off/or on silent during lesson time unless an 'emergency phone' call has already been discussed with a member of the SLT.
- The staff room is reserved for staff and supply teachers. Please feel free to make yourself a drink but we hope you understand that this is an area for staff members to relax during break times.
- Please remember that teachers are extremely busy during the day, so please refrain from asking questions about your own child during the school day. Teachers will be more than happy to arrange an appointment with you or talk to you at the end of the school day.

#### 7. Social Network sites

- We will not accept any children or staff being discussed on social networking sites, and should this be found to have happened you may, unfortunately, be asked to terminate your support in school, and may even induce legal action.

## **Health and Safety**

These are just some general pieces of advice. Depending on your role in school, some will be more relevant than others. Please speak to the Health and Safety Co-ordinator regarding what is applicable for your role.

- Security-sign in and out of the Visitors Book, even at lunch times. Please ensure you have been given a visitors badge to wear.
- Children should never be left unsupervised. If you see a child unsupervised, please inform a member of staff.
- There is a fire escape plan in every classroom. Please ensure you know the nearest exit and assist with taking children out in the event of a fire alarm.
- No climbing to put up displays-ask member of staff for a ladder (work experience students should not be putting up displays)
- Should a child be ill, have soiled themselves, or have suffered an injury, please ask for a member of staff. Do not deal with it yourself.
- Work experience students from local high schools should not be left unattended with children.
- If **you** should have an injury in school, there is a procedure to follow. Please consult a member of staff.
- As a school we try to be proactive in keeping the children safe. Please be 'risk aware' and inform staff if you have any concerns.
- If you are asked to do work involving food, please ensure that surfaces are clean and children's hands are washed. Please use the signs available to indicate a hot cooker.

Our Qualified First Aiders are:

Mrs Lisa Wilkinson-Gamble  
 Mr John Duckett  
 Mr Lee Singleton  
 Mrs Debbie Conreen  
 Mrs Rebecca Wormleighton

## **Policy for Parents Accompanying School Trips**

We thank all parents who volunteer to assist staff on school trips, without your help many trips could not take place. As a staff we have, therefore, compiled this policy to assist you personally and, thereby, provide maximum safety for all.

It is an extremely responsible position to be in charge of a group of lively children, therefore, parents should ensure that:-

1. All children must be in sight of the group leader at all times. Frequent head counts help.
2. Children must be accompanied to the toilet, without leaving other children unsupervised.
3. All accidents must be reported to the teacher in charge, who has overall responsibility.
4. Particular care should be taken in dangerous situations e.g. crossing the road, near water, heights etc. Potentially dangerous areas should be avoided where possible.
5. Timetables (where applicable) must be adhered to.
6. Mobile phones are not used to take any pictures.

If any child misbehaves, please do not hesitate to ask for help or support.

The staff for their part will enforce all points 1-6, and will also be responsible for providing each helper with:-

1. An understanding of the purpose of the trip. What to look for and why.
2. Itinerary/map if necessary
3. A list of children in their group-any medical problems
4. First Aid provision/tissues
5. A copy of the risk assessments for you to read and sign.

It is important to create a good impression when out of the school building, staff and parent helpers should frequently remind children of the need to be polite and to show consideration to others. We want to maintain our excellent reputation.

We hope that you have found the above helpful. Thank you once more for helping to broaden the pupils' knowledge and understanding of the environment. We really appreciate your assistance.

Have a safe and enjoyable trip.