



Visitor and Volunteer Agreement 2020-23

Introduction

Alma Park Primary School welcomes visitors and volunteers to our school and we hope you will enjoy your experience here. The school expects visitors and volunteers to support us in delivering our ethos, aims and values and ensuring a safe learning environment for our pupils by adhering to the terms of this Visitor and Volunteer Agreement.

We expect that visitors and volunteers respect the school, its staff and our pupils and that they ensure they demonstrate behaviours in line with our ethos, aims and values at all times.

Safeguarding

Safeguarding our pupils, whilst creating an environment that is conducive to effective learning, is our priority and we expect all visitors and volunteers to contribute and adhere to this.

In line with the 'Keeping Children Safe in Education' statutory guidance (September 2021), all adults who come into contact with our pupils have a duty to safeguard them from physical, sexual and emotional abuse or neglect. Visitors and volunteers to our school must be aware of the signs of abuse and neglect and escalate any concerns to the School's Designated Safeguarding Lead. Visitors and volunteers have a duty to escalate any concerns relating to pupils being at risk of radicalisation to the School's Designated Safeguarding Lead.

The Designated Safeguarding Lead (DSL) for the school are all members of the SLT:

Richard Williams (Headteacher)
Karen Houghton (Deputy Headteacher)
Jackie Bailey (Assistant Headteacher)
Heidi Wynter (Assistant Headteacher)
Kathy Hughes (Assistant Headteacher)

If a child reports a concern to a visitor or volunteer in confidence, they must report the concern to the DSL.

Health and safety

Visitors and volunteers must report any health and safety concerns to the Headteacher or a member of the Senior Leadership team immediately.



Alma Park Primary School

Achievement Partnership Success

Confidentiality

Visitors and volunteers may become party to sensitive information when attending our school. Visitors and volunteers must not disclose any confidential information unless in circumstances that necessitate this disclosure to an appropriate member of school staff. Confidential information must not be disclosed to parties outside of school.

Should visitors or volunteers have any concerns, they must escalate these to a Senior Leader or the Designated Safeguarding Lead if appropriate.

Internet usage/social media

Visitors and volunteers must be aware that they are accountable for any information or views expressed on social media or other internet sites. This includes views expressed directly and through affiliation with internet pages, such as 'liking' a page.

Visitors and volunteers must not engage in any internet or social media usage that may potentially bring the school into disrepute or bring in to question their professionalism and suitability for them to be associated with the school.

Visitors and volunteers must not communicate or become 'friends' or 'followers' of pupils via personal accounts online.

Disclosure and Barring Service (DBS)

In line with the Keeping Children Safe in Education document 2016, all individuals engaging in regulated activity with children must complete a satisfactory enhanced Disclosure Barring Service check prior to commencing with the school.

Visitors and volunteers engaging in unsupervised activities with access to pupils will be asked to provide confirmation of their DBS disclosure number when signing in.

Anyone visiting or volunteering on a regular basis and who has substantial access to pupils must have a full, up to date enhanced DBS check.

All visitors and volunteers in school must wear an identification badge whilst on the premises and ensure they have followed the school's signing in procedure. In signing this, visitors and volunteers agree to accept the terms of this agreement and in particular:

- **To report any concerns about safeguarding to a member of the SLT**
- **To confirm that they are aware of the acceptable user policy for computers**
- **To confirm that any USB drives have to be virus checked**
- **To confirm that they must not take any photographs or videos without consent**