

Code of Conduct For Visitors, Volunteers and External Staff



Welcome to Burbage 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:



1. Report to reception and sign in the visitor's book



2. Wear the visitor's badge you are given

3. Familiarise yourself with safeguarding and child protection procedures – please speak to a member of staff if you are unsure.



4. Make sure you are aware of who to speak to if you have a concern about a child or an adult during your visit – **Zoe Garbutt**

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.

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.



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 Head teacher and is part of the purpose of your visit).



Use of personal mobile phones

All 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. We would ask that if at all possible phones are switched off or put on silent.

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

Please leave by your nearest fire exit and head to the assembly point on the front playground.



Staff Toilets

Toilet are located along the corridor from the school office, next to the staff room.



Asbestos - We have asbestos on site, please ensure you have been shown our asbestos file before completing any building work.

Code of Conduct for Visitors and External Staff

I confirm that I have read and understood the Code of Conduct for Visitors and External Staff.

I understand that I am should ask for clarification of any points I am unsure about.

I agree to follow the expectations laid out here.

Name:

Signed: Date.....