



*Park Lane Primary &
Nursery School*

Visitors and Volunteers in School Policy

Adopted by the Local Governing Body of
“New Road Primary & Nursery School
Park Lane Primary & Nursery School”
on 14th January 2025 and 21st January 2025

Policy reference:

This policy is to be reviewed:

Annually

The next review date is:

January 2026

Review is the responsibility of:

Local Governing Bodies of New Road
Primary and Nursery School and Park
Lane Primary and Nursery School

Review History

Review ratified:

Review ratified:

Review ratified:

Authorised by: Chair of LGB

New Road Primary & Nursery School and Park Lane Primary & Nursery School are committed to making use of appropriate external visitors in order that they can bring specific knowledge and expertise to enrich the planned curriculum. Visitors will always be made to feel warmly welcome in our schools. We welcome a wide range of visitors and volunteers into School and are committed to using their skills to benefit the pupils within the school. Whilst encouraging and welcoming all visitors and volunteers the protection and safety of the children will always be paramount. The schools will follow the guidance set out in Keeping Children Safe in Education 2025.

All visitors will:

- enter and leave the school via the main entrance;
- sign in and out at the office using InVEntry. First time visitors and visitors unknown to school staff will be asked to show photo identification.
- be asked to read and sign that they have read the school's safeguarding information;
- wear a school Visitor badge at all times. Visitor badges must be returned to the office when a visitor leaves the school.
- be the responsibility of the member of staff with whom they are working;
- be made aware of the evacuation procedures in the event of fire;
- be made aware of the Designated Safeguarding Lead to whom they should report any concerns or issues;
- be made aware of and given access to any policies which may be relevant e.g. health and safety.
- adhere to the school's high standards of professional courtesy;
- behave in a way which is consistent with the school's values and ethos;
- refer any behaviour issues displayed by a child to a member of staff immediately and not attempt to deal with it themselves.

Parents / Volunteers

New Road Primary & Nursery School & Park Lane Primary & Nursery School welcomes parents, carers, grandparents and volunteers from the community into school in order to support learning and facilitate events / outings.

All such volunteers will be fully briefed (either formally along with other volunteers, informally by the teacher with whom they will be working, or by the school administrator) with regard to safeguarding, confidentiality and any specific Health and Safety issues.

The member of teaching staff with whom the volunteer is working will be responsible for ensuring that the role which the volunteer is being asked to fill is clearly explained and understood. The roles and responsibilities of the volunteer and teacher should be clearly defined with an agreed period of and level of supervision which will be determined by competency.

All regular volunteers must:

- complete a DBS
- undertake an induction process with the Deputy Headteacher;
- read the school's safeguarding policy and sign in the office to confirm it is read and understood;

- read Keeping Children Safe in Education part 1 and sign in the office to confirm it is read and understood;
- sign a Confidentiality agreement;
- sign the school's Acceptable Use agreement.

With regards to DBS and employment checks, we adopt the same approach as required by Ofsted.

Professionals e.g. Police, Social Workers.

Professionals requiring to work unsupervised with a pupil, should bring photo ID into school on their first visit. Social workers arriving at school following emergency referrals should be verified by the safeguarding lead making the referral through the MASH.

Contractors

Where possible, visits by contractors especially for maintenance should be made at times when the pupils are not on the premises. When possible, the Site Manager will meet the contractor when they arrive on site.

All contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed. (See the 5Cs Hazzard File) Contractors will be shown the Asbestos register summary and where the asbestos is located. The headteacher will seek RAMs for any contractors undertaking major work on the premises.

Educational Visitors, including local clergy

Prior to the visit, visitors will be advised of the aim of the session and why they have been asked to be involved. The visitor will be given relevant information on the number of children involved, their ages, the time allocation and any resources they will have available.

The teacher should ensure that the visit is used to the maximum potential and has a clear learning intention. The teacher will remain with the visitor and be part of the experience to allow appropriate follow up work to take place. The teacher will retain responsibility for the health and safety of pupils.

Governors

Governors visiting school will follow the principles outlined in this policy:

- they will sign in and out in the Governors Visitors Book and wear a Governor lanyard/badge.
- the Governor will remain with the member of staff they are visiting.

Role of the school in the recruitment of paid coaches:

The school must affirm that sports coaches have:

- a current national Governing Body qualification in the activity they wish to deliver (i.e. the level of award that the national governing body recommends a coach can work independently, usually level 2);
- undertaken appropriate Safeguarding training;
- current public liability insurance cover for a minimum of £5 million;
- Enhanced DBS clearance;
- appropriate experience of working with young people;

- two character references (one of which should be from a local Sports Association or Governing Body);
- be aware of and follow Local Authority and school policies;
- work within the sports coach UK Code of Ethics and Conduct for Sports Coaches;
- ensure the activities are suitable for the age, ability and size of the group;
- inform the school of any incidents that occur;
- complete school documentation when required e.g. registers, accident report forms.

Unknown/Uninvited Visitors to School:

- Any visitor to the school site who is not wearing an identification badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to main entrance to sign in and be issued with a school Visitor badge.

The procedures for invited visitors then apply.

- In the event that the visitor refused to comply, they should be asked to leave the site immediately and the Headteacher or member of the SLT should be informed promptly.
- The Headteacher will consider the situation and decide if it is necessary to inform the police.
- In the unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Park Lane Visitor Information Leaflet

Our Safeguarding Team members are:
 Designated Safeguarding Lead:
 Alison Brudenell

Deputy Designated Safeguarding Leads:
 Donna Smith
 Rob Litten
 Rachel Bains

Please remember to sign out and return your visitor badge to the Office team at Reception



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 Park Lane
 Whittlesey
 PE7 1JB
 01733 203433
 Email: office@parklaneprimary.com

Park Lane Primary & Nursery School

Safeguarding information for visitors



Visitor Information

Park Lane Primary and Nursery School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment. This leaflet contains information about our school. If you have any questions please speak to the office administrator or a member of SLT

A copy of our Safeguarding Policy is available in the office and staff room.

- All visitors must sign in at Reception and have their identification checked.
- All visitors will be issued with a badge. This must be worn at all times whilst on the school site.
- All members of Park Lane Primary & Nursery School will wear photo identity badges.
- All visitors must sign out at Reception and return the visitor badge before leaving the school site.
- Vehicles are parked on the school site at the owner's risk.

All visitors are respectfully requested not to use their mobile phones at all on the school site/in any area where children/young people are present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children.

Appropriate relationships with children are based on mutual trust and respect. Please do not photograph children, exchange emails or text messages or give out your own personal details.

Health and Safety

Park Lane Primary and Nursery School is a smoke free site

If the fire alarm is activated (a continuous High-pitched siren). Please leave the school building by the nearest fire exit and walk to the assembly point on the playground. You need to remain with your designated member of staff until the all clear is given to return to the school building

In the case of an internal lockdown you will hear 3 x 3 second blasts from an air horn. You must stay or return to the classroom and follow the instructions from the class teacher. The doors will be locked and the blinds closed. You will remain in the room until the all clear is given by a member of SLT.

The school has a Defibrillator which is located on the wall in the entrance/ front foyer.

Should you feel unwell or have an accident during your visit, please notify your designated member of staff and then report to Reception. If you are unable to make your own way there, your designated member of staff will seek medical support.

Safeguarding our children

If you are concerned that a child has been harmed or is at risk of being harmed, you must ask to speak to the DSL or a DDSL immediately.

When receiving a disclosure from a child, please follow the guidelines below:

- Listen to the voice of the child
- Reassure the child by staying calm and telling them that they have done the right thing by sharing the information
- Do not promise confidentiality, but tell them you have to pass on the information onto people who need to know (DSL/ DDSL)
- The concern will be recorded on to My Concern by the DSL.

Remember that there are many forms of harm, including physical abuse, sexual abuse, emotional abuse and neglect. All must be reported to the DSL/DDSLS

If you are concerned about the conduct of a member of staff, then this must be reported to the Headteacher or Deputy Head without delay.

New Road Visitor Information Leaflet

Our Safeguarding Team

members are:

Designated Safeguarding Lead:

Pippa Williams

Deputy Designated Safeguarding Leads:

Rachel Bains

Rob Litten

Michelle Bagg

James Blake

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New Road Primary & Nursery School
New Road
Whittlesey
PE7 1SZ
01733 204422
Email: office@newroadprimary.com

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New Road and Park Lane Primary & Nursery School Confidentiality Agreement

All regular visitors and volunteers are required to sign the following statement relating to confidentiality.

I have read and understood the *Code of Conduct for All Adults Policy* and agree to adhere to this in my role at New Road or Park Lane Primary & Nursery School, during my time at the school and after I have left.

I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual stakeholders.

I agree to only discuss information relating to New Road or Park Lane Primary & Nursery School and its stakeholders on a 'need to know' basis, as defined in the policy.

I agree not to post or share information online through any means, including all areas of social media, e.g. Facebook, Twitter, which relates to any individual stakeholder or brings New Road or Park Lane Primary & Nursery School into disrepute.

As a volunteer I understand school decides when and where I will be volunteering in school, that I am responsible to the teacher I am placed with and I should discuss with them any concerns or information that needs to be shared about stakeholders.

I agree to refer all requests for information by an outside agency or the media to the Headteacher.

Signed:

Name (please print):

Date: