

Confidentiality

- When volunteering in school, you may well be party to sensitive information. All information regarding pupils and staff must remain confidential.
- The school should not be referred to in any personal social media.
- If you have any concerns about any aspect of your visit, please bring it to the attention of the Head of School.

General conduct

- Please ensure that your general conduct is always respectful and professional.
- We have a dress code for all that is smart and appropriate.
- Please do not wear flip flops, short/low cut clothes or clothing bearing inappropriate slogans.
- Jewellery should be minimal .
- Tattoos should be covered as far as possible.

Website

- For further information on any of the areas mentioned in this handbook, please see our website for our school and Academy policies.

We hope you enjoy working alongside us and our Pupils. Thank you once again for your time and support.



Visitors and Volunteers Working in School Handbook Landscape C of E Primary

Welcome and thank you for volunteering to help us in school. Small schools rely on the goodwill and generosity of people, such as you, who give up valuable time to support and enrich our pupils' education. Your help in school is much appreciated. This handbook is intended as a guide to support you working in school and to ensure that the safety and welfare of each pupils is paramount. Please read it carefully and if you have any questions, just ask a member of the team.

Safeguarding

- The Designated Safeguarding Lead is Mrs Ryder.
- Should you have any concerns about a pupil or if a pupil makes a disclosure to you, please speak to the Designated Safeguarding Lead immediately.
- In Mrs Ryder's absence, the office staff can direct you to another Academy Head of School.
- All volunteers are asked to work in a transparent and professional manner.
- This handbook is to be used in conjunction with our 'Safeguarding and Child Protection Quick Guide' and safeguarding posters displayed in reception and around school.
- Essential safeguarding information includes 'Keeping Children Safe in Education' and 'The Prevent Duty'. These are available in the staffroom and online.

Mobile Phones and Photographs

- Mobile phone use is only permitted in the staff room or office when pupils are in school.
- Mobile phones or other electronic devices should be left in the office if needed.
- Photographs are only to be taken by school staff using a school camera or device, such as an iPad.

Identification

- Please sign in on arrival and be sure to sign out when you leave.
- Wear your visitor lanyard at all times.

Fire

- In case of fire, a loud continuous alarm will be heard.
- Please leave the building from the nearest fire exit.
- Assemble on the main playground.
- Fire procedures are on RED posters around school.

First Aid

- First Aid should only be administered by a school First Aider.
- If you notice that a child is hurt or unwell, please notify a member of staff immediately.

Positive Behaviour Management

- We expect excellent, polite behaviour from our pupils; however, if you see unacceptable behaviour, please inform a member of staff who will deal with it appropriately.