

Code of Conduct for Visitors, Volunteers and External Staff

Welcome to Holy Rood Catholic 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. If, whilst you are visiting, you notice something which concerns you about the safety or well-being of a pupil/student please speak to a member of the safeguarding team before you leave.
4. If you notice worrying behaviour exhibited by an adult who is working or volunteering on site whilst you are visiting you should report this to the Head teacher immediately and before leaving the school site.

Designated Safeguarding Lead



Naomi Fry
Head Teacher
head@holyroodprimary.co.uk

Deputy Designated Safeguarding Lead



Helen Thomas
Deputy Head Teacher
helent@holyroodprimary.co.uk

Deputy Designated Safeguarding Lead



Liz Galvin
Pastoral Lead
pastoral@holyroodprimary.co.uk

Deputy Designated Safeguarding Lead



Jo Beard
SENDCo Lead
senco@holyroodprimary.co.uk

4. You will be sign-posted to information about our school's arrangements for COVID-19, please endeavour to adhere to this guidance whilst on school site.

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.

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

Leave by the nearest marked exit

Staff Toilets – If you wish to use the toilet please inform a member of staff who will direct you to the nearest facility.

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

I agree to follow the expectations laid out here.

Name:

Signed: Date.....