



## Beech Grove Primary School

### Visitors and Volunteers Protocol



At Beech Grove Primary School we welcome parents and visitors who come into our school to work with our children. This protocol provides guidelines which we expect our visitors to follow at all times.

- **Your Role**

Visitors and volunteers helping in the classroom or on school visits will be working under the direction of the teaching staff who will explain the help and support needed in clear and explicit directions of how your work is to be carried out.

- **Your Child/Children**

Some of our volunteers ask if they can help in their own child's class. Whilst there is generally no problem with this we ask that you consider helping in a different class and to be aware that some children may take advantage of their parent/carer in the class and that this might prevent you from assisting the class as a whole and from having a more rewarding personal experience.

- **Discipline**

This is the responsibility of the teaching staff and Learning Mentors who will follow Beech Grove Primary's Behaviour Policy and Procedures. If you have a concern regarding a child's behaviour this should be reported to the class teacher who will take the appropriate action.

- **Confidentiality**

Visitors and volunteers are in a unique position to see and hear what goes on in the classroom and around school and to see how children learn. It is most important that any information you find is kept confidential. Any concerns you may have about a child's learning or behaviour must be referred to the class teacher and not discussed with parents or shared on social media. A breach of confidentiality will result in the relationship between the visitor/volunteer and school breaking down.

- **Safeguarding**

Keeping children safe is paramount and is the responsibility of everybody at Beech Grove Primary School. We also have a duty to protect staff and visitors from any false allegations.

When help in school begins you will be made aware of safeguarding and security procedures to ensure you are familiar with these guidelines. It is vital you follow these at all times.

Visitors and volunteers are subject to our Security and Child Protection Procedures and if you wish to work in school on a regular basis you will be asked to complete a DBS Check before starting in school.

On arrival at school to start work you please report to the main reception where you will be expected to sign in and be given a visitor badge to wear whilst you are on site.

In the interests of your safety, and the children's, visitors should work with children in open areas where other adults are also working.

If children are upset and need comfort, you must refer them to the teaching staff who will follow the appropriate procedures.

Educational Visits – In relation to visitors helping on school visits staff organising the visit will undertake a risk assessment as part of the wider risk assessment procedures for educational visits.

All visitors and volunteers on such visits will be briefed on appropriate conduct and given a copy of our Off Site Visits Volunteer Agreement.

- **Concerns/Queries**

As stated earlier any concerns or queries should be shared with the class teacher. If a resolution cannot be found, concerns should be addressed to a member of the Leadership Team –

- Co-Head Teachers - Mrs Sheila Hauxwell, Mr John Dixon
  - Assistant Head Teachers - Mrs Suzanne Pendry, Miss Helen Pearson
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**Beech Grove Primary School**

**Visitors and Volunteers Protocol**

**Name** .....

I have read and understood the Visitors and Volunteers Protocol and agree to abide by it.

**Signed** ..... **Date** .....