



EMERSONS GREEN PRIMARY SCHOOL

All parents, visitors and volunteers are expected to read and agree to the following safeguarding guidance. By signing into the school you are confirming that you have read and understood this guidance

Emersons Green Primary School welcomes the participation of parents, carers, visitors and other volunteers in a range of activities which may contribute directly or indirectly to the learning, development and wellbeing of our pupils.

As a school we also have a responsibility to ensure that our visitors are aware of certain obligations placed upon them through undertaking activities within the school environment. This is necessary for the school to secure the safety and welfare of pupils and to meet safeguarding inspection requirements.

1. Visitors must be willing to comply with school policies and procedures at all times and must follow any instructions provided by the appropriate member(s) of staff.
2. Visitors must regard themselves as adult role models when undertaking school activities and ensure that their conduct is appropriate to the school setting.
3. Visitors have a right to expect respect and co-operation from any pupils that they may engage with. Any concerns about pupil behaviour should be referred to the relevant member(s) of staff.
4. Visitors must be mindful of confidentiality considerations and should not discuss or pass on information about individual pupils or internal school matters which they may receive or obtain while undertaking their work/activities.
5. Visitors/volunteers who undertake activities involving pupils on a frequent basis or intensive basis (e.g. overnight trips) will be required to apply for an enhanced Disclosure Barring Service (DBS) disclosure. Positions in schools are exempt from the Rehabilitation of Offenders Act 1974 and this means that any criminal convictions, including cautions or bind-overs must be declared and will be considered in confidence when assessing suitability for voluntary activities in the school. The school is obliged to maintain a record of all adults who are subject to safeguarding checks but this will not include details of any convictions. This record is kept on a confidential basis and is subject to inspection by Ofsted.
6. Visitors should bring any concern they have (whether relating to a child or another member of staff) immediately to the class teacher they are working with or, if this is not possible, to the Head of School or Deputy Head of School.

The Head of School and governing body reserve the right to determine whether any visitor should be refused permission to participate or to continue to participate in appropriate activities where this is felt to be justified.



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On hearing the fire alarm, exit the building in line with fire route poster for that room.



Do not take photographs or videos unless authorised.



Keep pupils and staff information confidential.



Do not use your mobile phone in the building unless authorised.



Treat all pupils and staff with respect and equitability, adhering to the schools values.



Follow the school safeguarding procedures, share concerns with a member of staff, Head of School or Chair of Governors.

