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**Veryan C of E School**

Veryan, Truro, Cornwall, TR2 5QA

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Veryan Church of England School Primary School

Code of Practice for Visitors and Voluntary Helpers

***Aims:***

* to provide a clear framework to support visitors to our school
* to ensure that pupils within the school are kept safe whilst enhancing their learning through providing wider experiences

***Introduction:***

Our school welcomes visitors to the school and values the work of voluntary helpers, who give their time freely to enhance the life of our school community. However, our first priority is the safety of our pupils and others on our school site. To comply with Safeguarding and Health & Safety Regulations please take time to read the following information, which will alert you to the school’s requirements whilst you are in our school.

1. ***Signing in***

All persons are required to sign the visitor book on the table to the side of the window door when arriving at and departing from the school. By signing this book, you are confirming that you have read and understood this document.

Staff may ask for photographic ID on your arrival on the site.

If you are carrying a mobile phone you will be asked to leave your phone in the office, where it will be safely locked and stored for your collection when you leave the building.

All persons are asked to wear the appropriate visitors badge for easy identification whilst on site and to return them when signing out at the end of their visit.

1. ***Traffic on site***

Vehicles can park in the church car park, village hall car park and on the main road adjacent to the school.

You must not park any vehicle in, or so as to obstruct any area designated for Emergency Services or across emergency / fire exits from the school and please consider our neighbours by not blocking driveways/entrances.

1. ***Fire***

The fire alarm can be raised by pressing a break glass point and is a loud siren.

The assembly point is in the village hall car park or, if this is not safe to access, adjacent to the public conveniences opposite the school building.

In the event of the alarm being raised you must go immediately to the assembly point to be included in the role call. All areas have notices which indicate where the assembly point is located.

If there is any other type of emergency evacuation, the same procedure as for fire will be followed. There is an additional emergency assembly point at Veryan Social Club should an evacuation require greater distance from the building.

All fire exits routes must remain unobstructed at all times and if an obstruction is found it must be acted on immediately.

1. ***First aid***

If at any time you require first aid assistance, you should contact the class teacher in the area you are working, or the School Administrator if working outside a classroom.

1. ***Reporting Accidents***

All accidents on the school site must be reported to the School Administrator (Errin Allan ) or the Head of School before leaving the school site.

1. ***Security & Child Protection***

All visitors without a DBS (Disclosure and Barring Service) check should not speak or approach children unless there is a member of the school staff in attendance. From July 2010 volunteers working with pupils frequently (once a week or more) or intensively (4 times in a month with the same group of pupils) will be asked to undergo a DBS check and become ISA registered (also known as the Vetting and Barring Scheme) before they are able to start working with the children.

1. ***Safeguarding***

All concerns regarding pupils should be raised with the class teacher in the first instance. The Designated Safeguarding Lead (DSL) is Josh Tyers and the Deputy DSL is Emeline Goodall. Please see the flowchart displayed in the staff room or the “Keeping Children Safe” Tier 1 leaflet for further information on what to do if you have concerns about a child.

1. ***Confidentiality***

You may become aware of issues affecting individual pupils whilst working in the school. It is very important that all information about children remains “within the school walls”, so that it can be dealt with in the appropriate way by a member of staff. Innocent remarks to other parents about incidents within school can cause distress and misunderstanding.

As a volunteer within our school, you are part of the team aiming to build our good reputation. It can be extremely damaging if concerns are expressed to the community, however the Head of School will always be very grateful if concerns or compliments are raised with him so that he is able to act on them to ensure continuing school improvements.

1. ***Risk Assessment***

A risk assessment for the work to be carried out must have been completed by the school where appropriate and you must be familiar with the content. You must also have seen a Safe Working Procedure for the activity to be carried out.

1. ***Material Hazards***

Before disturbing any existing structures you must ensure that you have ascertained if they contain any hazardous materials e.g. Asbestos. This must be checked prior to any work taking place and the Asbestos Register must have been signed before work begins. If you have any queries regarding such matters you must contact the School Administrator or Head of School before any work takes place.

1. ***Control of Substances Hazardous to Health***

An assessment of the materials and/or processes to be used must have been completed by the school. You must be familiar with the content before you use them.

1. ***Safe Working Procedures***

Where a safe working procedure is required for an activity, you must ensure that you have seen it and understood the content. All volunteers are asked to ensure that they are clear about the role they are expected to fulfil within the school through talking with the head teacher or the class teacher.

1. ***Working at Heights***

You must be familiar with the school’s risk assessments and safe working procedures for working at heights. Suitable access equipment must be provided by the school and must be used correctly.

1. ***Use of school equipment***

You must not use any items of equipment which belong to the school unless you have received the appropriate training and information to enable you to do so.

1. ***Use of own equipment***

If you intend to bring your own equipment / materials into school for use by yourself or others, you must ensure that they are safe and suitable for use in a school. If you are not sure you need to contact the Head of School or the School Administrator.

In particular you must ensure that any mains electrical equipment brought onto site has been portable appliance tested and is used with a residual current device.

**Thank you for taking the time to read this information which is provided for your safety and that of the pupils within our school.**

Reviewed: July 2018

Next Review: July 2020

Signed; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head of School)

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School Monitoring Council )