



Willenhall Community Primary School

Procedures for Educational Visitors

Owner:	Published date:	November 2016
Approved by Headteacher:	Date:	
Approved by Chair of Governors:	Date:	
Date to be reviewed:		

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We are committed to safeguarding and meeting the needs of all our children.

Designated Lead is Ms C Kiely

Deputy Designated Leads are Mrs J Dalton and Mrs L Knowles

Governor responsible for safeguarding is Mr D Chater

1. Volunteers/Visitors Responsibility

All those who come into contact with children through everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Willenhall Community Primary School we all have a duty to safeguard and promote the welfare of our children.

All visitors will be required to sign in using our electronic system. You will be issued with an identity badge which includes your photograph which must be worn at all times. Any adults without a badge will be challenged.

2. Safe Working

- Provide a good example and be a positive role model by being respectful, fair and considerate to all.
- Treat all children equally - never build a special relationship or favour a particular child above all others.
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others.
- Do not photograph children (unless requested by school staff) exchange emails, text messages, and phone numbers or give out your own personal details.
- Do not receive or give gifts unless arranged through school.
- Only touch children for professional reasons and when this is necessary and appropriate for the child's well being and safety.
- Please switch off all mobile devices including phones whilst in school.

3. Allegations

- Any allegation should be reported to the Head Teacher.
- If the concern is about the Head Teacher, please inform the Chair of Governors.