



# **St Luke's C.E. Primary School**

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## **Visitor and Volunteer Agreement**

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**Langport Avenue**

**Longsight**

**Manchester**

**M12 4NG**

# Visitor and Volunteer Agreement

St Luke's C.E. Primary School welcomes visitors and volunteers to our school and we hope you will enjoy your experience here. The school expects visitors and volunteers to support us in delivering our ethos, aims and values and ensuring a safe learning environment for our pupils by adhering to the terms of this Visitor and Volunteer Agreement.

## Ethos, aims and values

St. Luke's is a voluntary controlled, Church of England primary school. It is a purpose built school with an integral nursery. Our buildings are set in extensive grounds and we cater for children from three to eleven.

With a developing 2 form entry school of up to 30 children per class, with 2 forms per year group. Nursery has a 52 place intake – all places are full time. We aim to provide for the children a secure and caring environment in which they may achieve their full potential, equipping them for a rapidly changing world.

We believe in close co-operation between home and school, to achieve an effective partnership for your child's education.

We expect that visitors and volunteers respect the school, its staff and our pupils and that they ensure they demonstrate behaviours in line with our ethos, aims and values at all times.

Safeguarding our pupils, whilst creating an environment that is conducive to effective learning, is our priority and we expect all visitors and volunteers to contribute and adhere to this.

## Safeguarding

In line with the 'Keeping Children Safe in Education' statutory guidance (September 2016), all adults who come into contact with our pupils have a duty to safeguard them from physical, sexual and emotional abuse or neglect.

Visitors and volunteers to our school must be aware of the signs of abuse and neglect and escalate any concerns to the School's Designated Safeguarding Lead.

Visitors and volunteers have a duty to escalate any concerns relating to pupils being at risk of radicalisation to the School's Designated Safeguarding Lead.

The Designated Safeguarding Lead (DSL) for the school is Jayne Stoba. In their absence, please report any concerns to the Headteacher immediately.

If a child reports a concern to a visitor or volunteer in confidence, they must report the concern to the DSL.

All visitors and volunteers in school must wear an identification badge whilst on the premises and ensure they have followed the school's signing in procedure

## Health and safety

Visitors and volunteers must report any health and safety concerns to the Headteacher or a member of the Senior Leadership team immediately.

## Confidentiality

Visitors and volunteers may become party to sensitive information when attending our school. Visitors and volunteers must not disclose any confidential information unless in circumstances that necessitate this disclosure to an appropriate member of school staff. Confidential information must not be disclosed to parties outside of school.

Should visitors or volunteers have any concerns, they must escalate these to a Senior Leader or the Designated Safeguarding Lead if appropriate.

## Internet usage/ social media

Visitors and volunteers must be aware that they are accountable for any information or views expressed on social media or other internet sites. This includes views expressed directly and through affiliation with internet pages, such as 'liking' a page.

Visitors and volunteers must not engage in any internet or social media usage that may potentially bring the school into disrepute or bring in to question their professionalism and suitability for them to be associated with the school.

Visitors and volunteers must not communicate or become 'friends' or 'followers' of pupils via personal accounts online.

## Disclosure and Barring Service (DBS)

In line with the Keeping Children Safe in Education document 2016, all individuals engaging in regulated activity with children must complete a satisfactory enhanced Disclosure Barring Service check prior to commencing with the school.

Visitors and volunteers engaging in unsupervised activities with access to pupils will be asked to provide confirmation of their DBS disclosure number when signing in.

Anyone visiting or volunteering on a regular basis and who has substantial access to pupils must have a full, up to date enhanced DBS check.

**Please read and sign this Agreement and return this to reception. By signing this agreement you are confirming the following:**

- **I have received and read the Visitors and Volunteer Agreement**
- **I confirm that I understand and will adhere to the terms of the Visitors and Volunteer Agreement**

Signed.....

Name.....

Date.....

<b>Document Control</b>	
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