



HIGHGATE

PRIMARY SCHOOL

Jan 2023

Guidance for all visiting adults. (Volunteers/Therapists/Contractors/Visiting Teachers etc.)

This guidance has been drawn up to ensure the effective safeguarding of children when engaged with all visiting adults at Highgate Primary School.

The objective of this guidance is to ensure that effective systems are put in place to safeguard children in accordance with Government legislation and our own safeguarding procedures.

As routine practice Highgate Primary School will ensure that all volunteers and club providers will be subject to a risk assessment, be given guidance on appropriate conduct and school policies relating to safeguarding.

Guidance on Appropriate Conduct

- Be aware of responsibility for own actions and behaviour and avoid any conduct which would lead any reasonable person to question your motivation and intentions
- Always wear your identification badge or photographic ID
- Never give your personal contact details to children or young people, including mobile telephone number
- Work and be seen to work, in an open and transparent way
- Do not use profane or inappropriate language
- Dress appropriately i.e. dress in a way that:
 - Is unlikely to be viewed as offensive, revealing, or sexually provocative.
 - Does not distract, cause embarrassment or give rise to misunderstanding
 - Is absent of any political or otherwise contentious slogans
 - Is not considered to be discriminatory and is culturally sensitive

Identification and Signing In

To ensure that only bona fide adults are on school premises it mandatory that you wear ID at all times. Typical methods may include:

ID badges

Photo ID

Branded workwear

ID sticker from the office

On arrival and exit on to the school premises you must sign in and out at the school office.

DBS

Whether or not volunteers and club providers should undergo a DBS check is determined by a suitable risk assessment undertaken by the Highgate Primary School.

The risk assessment carried out will take account the likely amount of contact that someone will have with pupils. In some cases where measures of supervision are in place it not be necessary to consider additional checks.

Allergies

We have members of our community who have severe nut and latex allergies. We therefore ask that no nuts, nut products, balloons, or elastic bands are brought into the school grounds at any time. Your support in this important matter is much appreciated.

Safeguarding

Please take some time to read through the Safeguarding handout and familiarise yourself with our school procedures.

Fire Precautions

Please ensure you have read the Fire precautions information on our website in the Volunteers section.

Behaviour

All incidents of negative behaviour must be recorded and handed to the school office for the attention of Rebecca Lewis or Emma Healy.

Finally, I hope that you enjoy your time at our school.