



New Scotland Hill Primary School and Nursery

Information for School Visitors/Volunteer Helpers

You are warmly welcomed to New Scotland Hill School, where we greatly value your contribution in making our children's experiences of school happy and successful. At the heart of all that we do is to promote a school and workplace where every member of the community is valued and safe; our school vision is built on respect for ourselves, each other and our school. This document is designed to inform you of the key policies and procedures that are in place to fulfil this pledge. Should you have any questions or queries, please do not hesitate to ask any of our school staff; thank you in advance for your contribution in making a difference to our young people's school lives. We greatly appreciate your support in school.

Signing In and Out

Please sign-in at the main office, confirming that you have read and understood the key information contained within this document. You will be given a visitor lanyard (Blue for DBS checked/Red for non-DBS checked visitors) to wear at all times on site; a reminder of key information is displayed on the reverse of the badge. Please do not be offended when challenged if not wearing this identification on site.

Safeguarding and Child Protection

The Designated Lead for Safeguarding and Child Protection is Headteacher, Simon Cotterill, with Sarah Brown, Catherine Wells and Sandeep Dhariwal Deputy Designated Leads. If you have a concern about a child's well-being, or the conduct of an adult in school, please do not question them regarding this; refer this directly to our Designated Safeguarding Lead(s). All parent volunteers work in shared/open classroom/work spaces where they are not working in isolation with an individual child. If you are working with a group of pupils, away from the classroom (eg. cooking), you must have an up-to-date D.B.S. check (Paul Brill, our Bursar, can advise on the process for this).

Behaviour

Should there be a behaviour incident, or in the highly-unlikely event of a child not following your instructions or being disrespectful, speak to a member of staff immediately, who will be able to support with this, following our school behaviour policy.

Fire Alarm/Broadmoor Alert

If the fire-alarm sounds, evacuate the building immediately via the nearest exit and meet on the main playground. If working away from the main classroom with a group of children under your supervision, please ensure that they evacuate the building silently under your supervision, and join their class on the playground. Should we receive the Broadmoor alert, the school has an emergency procedure to follow. You are asked to remain in the school building and follow instructions from school staff.

First-Aid

All First-Aid incidents must be dealt with by trained school staff, however. If you are made aware of an issue, please raise this with a member of staff. If you are asked to escort a child to the First-Aid room, please hand the child over to a member of staff at the main office, who will then provide the support needed. Should you require first-aid, notify the office immediately; a trained first-aider will support you.

Use of Mobile Phones and Social Media

Mobile phones should not be used for any purpose beyond the office doors – please switch them off in school. If you need to take/make a call please ask at the school office who will offer a suitable private space to do so. Photographs should not be taken on personal phones in school if volunteering. If accompanying a class on a visit, out of courtesy to all pupils, please avoid taking photographs of children other than your own and do not post photos on social media. We do have children who cannot be photographed for legal reasons and appreciate your support to ensure they are safeguarded.

Confidentiality

Children may share information with volunteers, and you may witness incidents or observe things that happen in the day-to-day workings of the school. We do welcome visitors into our staffroom at break and lunchtimes; please be aware that school information may be displayed on boards and that staff may be involved in professional discussions about events, incidents and situations. Whatever your role in visiting New Scotland Hill Primary School, we ask that you are sensitive to any information or discussions about pupils that you are party to; please do not discuss this outside of school, in line with our confidentiality policies.

Housekeeping

- Our school is a no-smoking site.
- Visitors are asked to use the staff toilets, located near the main office.
- Visiting professionals and individual volunteers may use the staff car park during the day; for large events when many parents are on-site, we ask that you park off-site or walk as parking is limited. There is a disabled parking bay immediately by the entrance.