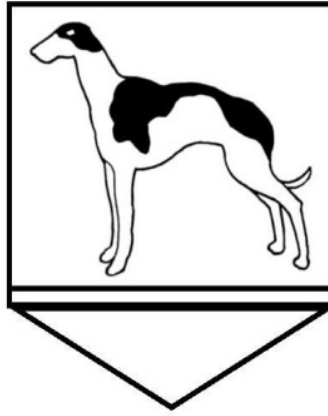




FLIXTON PRIMARY SCHOOL

Safeguarding Advice for Volunteers, Visitors and Hirers

Written and reviewed: October 2025

This leaflet is designed to help parents, carers, Hirers, volunteers, and visitors to our school to understand the expected behaviour around our children in order to ensure their safety and wellbeing.

Keeping Children Safe

We are committed to promoting the safeguarding and wellbeing of every pupil.

Our aim is to provide a safe and secure environment for our pupils, staff, volunteers and visitors.

We appreciate the help that you are able to give us and hope that you enjoy working in our school.

This leaflet contains information that will be helpful. If you need any more information, or have any questions, please do not hesitate to ask.

What are my responsibilities?

As a visitor or volunteer you will be issued with a badge when you sign in, this should be worn and visible at all times. Please remember to sign out before leaving the premises.

Volunteers will be required to sign the volunteer code of conduct. Supply teachers are required to sign our 'Acceptable Use Policy' for the use of technology in school.

All supply teachers, regular visitors and volunteers will require a Disclosure and Barring Service Enhanced Clearance. If you do not have one of these then you will be supervised while working with our children.

Safeguarding and Child Protection

Our Designated Safeguarding Leads are Mr Jason Redmond, Headteacher, Miss Kate Harris and Mrs Lisa Parkinson. If you are worried about the welfare or treatment of a child during your visit please inform a member of the admin team that you wish to speak to one of the Safeguarding Leads. Mr Redmond can be contacted on 07704715954. Miss Kate Harris, Mr Redmond and Mrs Lisa Parkinson can be contacted on 0161 748 5141.

If a child tells you something has happened

If a child tells you something, or you suspect a child is being abused or at risk of being abused tell the class teacher or Mr Redmond, Miss Harris or Mrs Parkinson immediately.

Stay calm, listen to the child and keep any questions to a minimum.

Reassure the child they were right to tell, and at the earliest possible opportunity, record in the child's own words what has been said. Tell the child that you have to tell someone - act promptly and immediately.

For further information please see our Child Protection and Safeguarding Policy available from the school office.

Mobile Telephones

While working with children or in areas of the school where children circulate you are asked not to use your mobile phone. Phones should be switched off and stored safely out of the reach of children.

In the event of a fire

A continuous bell will sound.

All classrooms have clearly displayed fire safety procedures.

If you discover a fire or hear the fire alarm:

- Leave by the nearest route (see fire details in classroom)
- Sound the alarm on route
- DO NOT STOP to collect personal belongings
- Close all doors on route
- DO NOT RE-ENTER the building
- Assemble in the designated area
- If you are working with children, and it is safe to do so, return them to their muster point via the outside of the building.

Preventing Extremism

We have adopted the Government definition of extremism: “Vocal or active opposition to fundamental British values such as democracy, the rule of law and tolerance of different faiths and beliefs”.

There is no place for extremist views of any kind in school. Should you have any concerns please ask to speak to a member of the Leadership Team immediately.

How do I ensure my behaviour is always appropriate?

If you are asked to work 1-1 with a child, always keep the door open.

Please do not photograph the children.

Any unprofessional contact with children may leave you vulnerable to an allegation of abuse being made against you.

After School Clubs

Coaches running after school clubs **MUST collect the children from the classrooms before the hometime bell has been rung**, starting with the younger children first, to ensure that no child leaves the school building who should be taking part in the club. The register must be taken as soon as possible indicating any missing children and whether the coach has been made aware of the reason for their absence. This register must then be sent to the school office in order that staff can ring and locate the whereabouts of any children missing without reason.

This leaflet has been given to you to ensure you understand what is expected of you when you visit our school. If you are unclear about anything in this leaflet please speak to a member of staff.

FLIXTON PRIMARY SCHOOL



School Visitors

Policy and Procedures

Policy Statement

The Board of Governors assures all visitors a warm, friendly and professional welcome to Flixton Primary School, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Board of Governors and senior leadership staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Board of Governors recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

Aim

To safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school.

Objectives

To have in place clear protocol and procedures for the admittance of external visitors to the school which is understood by staff, governors, visitors and parents and confirms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All staff employed by the school
- All parents and volunteers
- All pupils
- Other Education related personnel (Advisors, Inspectors)
- Building and Maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the school

All visitors to the school may be asked to bring formal identification with them at the time of their visit and must follow the procedure below.

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances

- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear a visitor's badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are on the school's Approved Visitor List

Approved Visitor List

The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff, music teachers etc.)

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the school's Single Central Record AND
- b) A current clear DBS children's barred check has been undertaken

Visitors on the Approved List must follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor's book). A copy of the Approved Visitor List will be kept in reception at all times.

Visitors Departure from school

On departing the school, visitors **must leave via reception and:**

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the visitor's badge to reception
- A member of staff should escort the visitor to the reception if they are not on the approved list

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor's badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign the visitor's book and be issued with a visitor's badge.

The procedures under 'Visitors to the School' above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the Senior Leadership Team informed.

The Senior Leadership Team member will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Governors and Volunteers

All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the school office.

The school must check all governors and parent helpers' DBS certification is current (i.e. less than 3 years old)

Thereafter, procedures as per above should apply. Please note that governors should sign in and out using the Visitors Book.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chairman of Governors.

New volunteers will be asked to comply with this policy by the staff they first report to when coming into school for an activity or class supporting role. If those volunteers become regular visitors to school, an enhanced DBS check will be undertaken and, after the DBS has been received and checked, the volunteer added to the Approved Visitor List.

Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

This Policy and Procedures should be read in conjunction with

- Safeguarding Policy
- Safeguarding Advice for Volunteers and Visitors

Flixton Primary School

Volunteer and Visitor Code of Conduct

- **Visitors will be asked to confirm their identity upon arrival**
- **Please sign in and out of the building**
- **A visitor's badge must be worn, and be clearly visible at all times when on the school premises**
- **You must avoid ever being left alone with a child or children**
- **Respect all children and staff**
- **Do not take/use images of children unless you have been given a school device and permission to do so**
- **If you hear the fire alarm sound (a continuous bell) please leave by the nearest route**
- **If you are working with children when the fire alarm sounds please lead them to safety and return them to their muster point outside the building so that the registers can be taken**
- **Do not use mobile phones in the presence of pupils (if you have any queries please ask to see the school's Mobile Phone Policy)**
- **Computers are not to be used by visitors, unless you are approved to**
- **Do not leave equipment unattended**
- **You will be expected to comply with the school's confidentiality policy**
- **Any safeguarding or child protection concerns or disclosures must be reported immediately to the Headteacher Mr J Redmond, Miss Harris or Mrs Parkinson who are the Designated Safeguarding Leads for Flixton Primary School**
- **If you have any concerns or questions during your visit, please return to the school office and report to the office staff**

I have read and understood and agree to comply with the Volunteer and Visitor Code of Conduct.

Print Name:

Signature:

Date: