



Brooke V.C. CoE Primary School

Guidelines for Visitors

May 2017

To be reviewed May 2020

We would like to welcome you to the school. Whilst you are here it is likely you will come into contact or be working with children. We would like to make you aware of certain issues and protocols that apply when you are in school. Most of the points identified here are common sense, but we feel it necessary to point these out to ensure there is no misunderstanding.

- When working in school you will receive guidance about your task from a member of staff. If you feel unclear about what is expected of you, please ask.
- When working in school, it is likely that you will see or hear confidential information about pupils and possibly members of staff. This could include information in reading record books, notices in the staff room or overheard conversations. It is essential that you do not discuss any confidential information outside school.
- It is important that everyone within the school promotes positive behaviour, so if you observe children behaving inappropriately, please inform a member of staff. The responsibility for discipline within the school, school grounds and during school hours lies with the teaching and learning support staff. You would not be expected to discipline pupils, merely report any incidents to the appropriate member of staff.
- If you have any concerns or worries, or witness any incidents or injury, please pass this on to any member of staff who will gladly help.
- If you have any Child Protection concerns it is your responsibility to pass these on to the Senior Designated Professional (SDP), who is currently the Headteacher – Mr D Robinson (in his absence the deputy SDP, Mrs Jo Lockhart or Ms G Oliver). They will then explain how to record your concern and take the appropriate actions.
- If your concern is about the Headteacher, report these directly to the Chair of Governors (Mr J Chaplin).
- Safeguarding and Child Protection policies (and other policies) are available in the staff room policies file, from the office and from the Headteacher.

We hope you enjoy visiting our school. Comments, observations and suggestions (positive or negative) are welcomed; please record these, with your name and the date, marking for the attention of the Headteacher.

D. Robinson

Headteacher