

Hallcroft Infant & Nursery School

# Hallcroft Infant & Nursery School



## Visitors and Volunteers Code of Conduct 2025/2026

# Hallcroft Infant & Nursery School

Welcome to our school. We are very proud of the work we do here and are delighted that you have chosen to participate in the life of the school. Thank you for taking the time to help our children and staff.

Whilst we are delighted that you have agreed to help in school, there are a few procedures, routines and policies of which you need to be aware. These relate to the health and safety and safeguarding (including extremism and radicalisation) of our children and it is vital that you are aware of them and adhere to procedures set out in these policies and codes of conduct. Our Code of Conduct sets out how we expect staff and visitors to behave around school.

Safeguarding children is of paramount importance. As a regular visitor to school you have the privilege of building relationships with pupils. You have a responsibility to report any concerns you may have about a pupil to the class teacher or Designated Senior Person for Child Protection: Mrs Jo Cook or to our Deputy Designated Safeguarding Leads Mrs K Allen and Mrs S Babenko. Please read carefully what to do if a child discloses information regarding child protection issues.

Health and Safety issues are of equal importance. Please read the advice and if you have any additional questions or concerns, speak to Mrs Cook, our Health and Safety Co-ordinator.

Confidentiality is also vital to ensure the privacy of both staff and pupils and we ask that you read the following document and sign the acknowledgment at the end and return it to the school office.

Thank you for your support.

## **The people directly involved in the day to day running of the school are:**

### **Head Teacher & Special Needs Co-ordinator**

Mrs J Cook

### **Teachers**

Mrs S Babenko (Acorns), Mrs S Davy (Oak), Mrs K Allen (Willow), Miss R Fisher (Rowan)

### **Teaching Assistants**

Ms E Amsden, Ms R Boland, Miss S Carr, Mrs S Crabb, Mrs S Marshall, Mrs D Pitches

### **Office**

Mrs J Gozney – Office Manager

Mrs C Marsh – Admin Assistant

### **School Site Manager**

Mrs J Brown

### **Midday Supervisors**

Mrs J Stockdale, Mrs A Doughty

### **Governors**

Mrs K Stacey (Chair) & Mr P Metcalfe (Vice-Chair)

Mr D Barrass – Health & Safety

Mr P Metcalfe - Child Protection & Safeguarding

## **School Times**

The school day starts at **8.50am** and finishes at **3.20pm** for all full time pupils

Break Times - 10:30 – 10:45 and 2:10 - 2:20

Lunch – 12.00 – 1.00

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## **Signing In and Out**

A visitors signing in i-pad is kept in the reception area. Please sign in and out every time you visit school. Take a yellow 'Visitor' sticker that should be worn at all times.

## **Policies**

Key policies are available on our website in their entirety; however this code of conduct will ensure you are aware of your responsibilities whilst in school.

## **First Aid**

Only members of staff should administer First Aid to a child. If a child approaches you with an injury, please take them to a member of staff (who are all appropriately trained).

## **Fire and Evacuation**

**Please ensure you are familiar with the locations of fire exits and alarm points around school**

- If you discover a fire sound the fire alarm – at each alarm point you will find a full emergency procedures poster
- If there is a fire, the alarm bells will sound a continuous note
- Children and all adults should exit quietly by the nearest fire exit and walk to the circle on the playground in between the goal posts, children will line up with their class
- Adults should check that the windows and doors are closed and that no one is in the toilets
- Office staff will check the Visitor's i-pad records to ensure that all extra adults on site are assembled

**No-one is permitted to re-enter the building until the all clear has been given**

## **Invacuation**

- For invacuation/lockdown, the playground bell will be used.
- Adults and children should remain indoors or make their way immediately to the nearest building and lock all doors and close windows.

## **Health and Safety**

All helpers are responsible for the health and safety of the children in their care. If you observe a risk that needs action please speak to a member of staff.

## **Confidentiality**

Confidentiality is very important and we would therefore ask you to treat anything you hear or see in school as such. Some things that happen in school or are discussed between staff are of a sensitive nature and we would ask you to be respectful of everyone in the school community. If you are discussing your experiences within school in a general way, please do so positively, and if you are approached for specific information by a parent, you should refer them to the class teacher or the Head. We appreciate your support in this matter.

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## **Working with the children**

As an adult working within the school, the children will see you as a role model. Please make this a positive experience for them. Please remember not to tell the children answers - try to ask questions instead to get them thinking and learning for themselves. If you are asked to spend time with a small group, please try to share yourself around and not spend all your time with one child. If you can't follow a child's thinking, please ask them to explain - a child's viewpoint is often an interesting one. Please use appropriate language for the children you are supporting and do remember young children are very quick to pick up on adult language. We value all of the children in our school and strongly believe that everyone should be treated sensitively and with respect.

## **Safe Practice**

All spaces where children work with an adult must be open to casual observation. Unplanned visits to classrooms are carried out on a regular basis including break, lunchtimes and after school. If you are working alone with a child or children, you should ensure that the area in which you are working has clear visibility from the outside, for example by keeping the door open.

## **Safeguarding Children: Child Protection concerns (including extremism and radicalisation)**

If a child tries to tell you something they might ask you to keep it secret. You must NEVER promise to do this. You must only listen and clarify information that is given. Do NOT ask leading questions or offer suggested words. Reporting disclosures should only contain the child's actual words or phrases. Please report to a designated child protection person - Mrs Jo Cook, Mrs K Allen or Mrs S Babenko, as soon as possible following a disclosure.

## **Safeguarding Children: Social Contact and Social Networking**

Visitors and staff working with children should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship.

This includes social networking sites such as Facebook, Twitter and blogging. Even if a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the adult should exercise her/his professional judgment in making a response and be aware that such social contact in person, by phone or on the internet could be misconstrued and may place the adult in a very vulnerable position.

Staff and volunteers must not give their personal details such as home/mobile phone number, home or e-mail address to pupils unless the need to do so is agreed with senior management. Neither must they ask for such information from pupils.

## **Safeguarding Children: Photography and Video**

Please ensure your personal belongings, including mobile phones are placed in your bag in the staffroom or in the desk drawer of the school office. Visitors to school should NEVER photograph or video children unless asked to do so by the class teacher and they should only ever use school equipment to do so. Your own camera, phone or other device must never be used to take photographs in school or used to make/receive calls or texts within the classroom.

Many school activities involve recording images. These may be undertaken as part of the curriculum, extra school activities, for publicity, or to celebrate achievement.

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The Data Protection Act 1998 affects the use of photography. An image of a child is personal data and it is, therefore, a requirement under the Act that consent is obtained from the parent of a child for any images made such as those used for school web sites, productions or other purposes.

The school office has a list of children who do not have permission for images, photographs and videos to be taken by school.

## **British Values**

We value the diversity of backgrounds of all pupils, families and the wider school community.

### **The Department for Education states that there is a need:**

*“To create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs”.*

The Department for Education defines British Values as follows:

- Respect for democracy and support or participation in the democratic process
- Respect for the basis on which the law is made and applies in England
- Support for equality of opportunity for all
- Support and respect for the liberties of all within the law
- Respect for and tolerance of different faiths and religious and other beliefs

Our school reflects British values in all that we do. We aim to nurture our children on their journey through life so they can grow into safe, caring, democratic, responsible and tolerant adults who make a positive difference to British society and to the world. We encourage our children to be creative, unique, open-minded and independent individuals, respectful of themselves and of others in our school, our local community and the wider world. Whenever you are working with our children we would like you to promote these values wherever appropriate/necessary.

## **Visitor and Volunteer Code of Conduct**

I confirm that I have read and agree to abide by the school's Code of Conduct

Name .....

Signature .....

Please circle as appropriate: Student or Work Experience, Parent helper, Governor, Other

- please specify .....

Date .....

Please return this slip to the school office.