



# Chapel Street Primary School

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## Visitor and Volunteer Agreement

Chapel Street Primary School welcomes visitors and volunteers to our school and we hope you will enjoy your experience here. The school expects visitors and volunteers to support us in delivering our ethos, aims and values and ensuring a safe learning environment for our pupils by adhering to the terms of this Visitor and Volunteer Agreement.

### **Ethos, aims and values**

Our mission is to create and sustain a caring and supportive community, dedicated to providing education of a very high standard where all children, staff, parents and governors work together and feel valued.

We Aim for All of Our Children to:

- enjoy coming to school, on time, every day
- feel safe and secure, both in their physical environment and in the relationships they build
- respect and value themselves, other people and the environment, through developing personal attributes such as friendliness, kindness, generosity and empathy
- develop in mind, body and spirit, becoming resilient, optimistic and self-motivated
- develop a lifelong enthusiasm and desire for learning, achieving the highest possible attainment through high quality teaching
- experience a curriculum which is:
  - rich in content; rooted in first-hand experiences; very responsive to individual need; creative; supportive of all learning styles; sharply focused; challenging; progressive; genuinely cross-curricular
- grow into strong, independent and collaborative learners
- develop their capacity to learn and to take risks in an environment in which they are not afraid to make mistakes
- understand their own and others' strengths and their personal and academic targets

- take responsibility for their own actions, their impact upon others and to make informed choices
- make a positive contribution as citizens of the wider world
- be proud of themselves, their peers and their school

We value:

- support, encouragement and guidance for every child, nurturing confidence, self-esteem and self-worth
- meeting the needs of our staff as well as those of our children
- diversity, achievement, teamwork and aspiration
- strong community links and working partnerships
- healthy lifestyle choices
- a dynamic, consultative approach towards change and development, always seeking to improve and evolve for the benefit of our children and to meet the needs of today's society
- the need to monitor and evaluate all aspects of our work as a means to future improvement

We expect that visitors and volunteers respect the school, its staff and our pupils and that they ensure they demonstrate behaviours in line with our ethos, aims and values at all times. Safeguarding our pupils, whilst creating an environment that is conducive to effective learning, is our priority and we expect all visitors and volunteers to contribute and adhere to this.

## **Safeguarding**

In line with the 'Keeping Children Safe in Education' statutory guidance (September 2018), all adults who come into contact with our pupils have a duty to safeguard them from physical, sexual and emotional abuse or neglect.

Visitors and volunteers to our school must be aware of the signs of abuse and neglect and escalate any concerns to the School's Designated Safeguarding Lead.

Visitors and volunteers have a duty to escalate any concerns relating to pupils being at risk of radicalisation to the School's Designated Safeguarding Lead.

The Designated Safeguarding Lead (DSL) for the school is Sally Lowe and the Deputy Designated Safeguarding Leads are Suzanne Powell (DDSL) and Ella Hughes (DDSL). If a child reports a concern to a visitor or volunteer in confidence, they must report the concern to the DSL or DDSL

All visitors and volunteers in school must wear an identification badge in a green or red lanyard whilst on the premises and ensure they have followed the school's signing in procedures.

## **Health and safety**

Visitors and volunteers must report any health and safety concerns to the Facilities Manager – Fran Maguire or Business Manager – Michelle Cartledge.

## **Confidentiality**

Visitors and volunteers may become party to sensitive information when attending our school. Visitors and volunteers must not disclose any confidential information unless in circumstances that necessitate this disclosure to an appropriate member of school staff. Confidential information must not be disclosed to parties outside of school.

Should visitors or volunteers have any concerns, they must escalate these to a Senior Leader or the Designated Safeguarding Lead if appropriate.

## **Internet usage/ social media**

Visitors and volunteers must be aware that they are accountable for any information or views expressed on social media or other internet sites. This includes views expressed directly and through affiliation with internet pages, such as 'liking' a page.

Visitors and volunteers must not engage in any internet or social media usage that may potentially bring the school into dispute or bring in to question their professionalism and suitability for them to be associated with the school.

Visitors and volunteers must not communicate or become 'friends' or 'followers' of pupils via personal accounts online.

## **Disclosure and Barring Service (DBS)**

In line with the Keeping Children Safe in Education document 2016, all individuals engaging in regulated activity with children must complete a satisfactory enhanced Disclosure **Barring** Service check prior to commencing with the school.

Visitors and volunteers engaging in unsupervised activities with access to pupils will be asked to provide confirmation of their DBS disclosure number when signing in.

Anyone visiting or volunteering on a regular basis and who has substantial access to pupils must have a full, up to date enhanced DBS check.

**Please read and sign this Agreement and return this to the school office. By signing this agreement you are confirming the following:**

**I have received and read the Visitors and Volunteer Agreement**

**I confirm that I understand and will adhere to the terms of the Visitors and Volunteer Agreement**

**Signed**.....

**Name**.....

**Date**.....

**Please read the following policies which can be found on our website:**

- **Safeguarding**
- **Social Media**
- **Health & Safety**
- **Whistleblowing Policy**