

ST MARY'S BENTWORTH CE PRIMARY SCHOOL HELPING IN SCHOOL POLICY

Date of implementation: March 2025

Date of Review: **March 2027**



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Ownership: Education Committee	Linked to: Child Protection, Safeguarding, Health and Safety, Confidentiality, Whistleblowing, Extended School, Helping in School and Visitors Policies
Review committee: Education Committee, Headteacher	
Communicated to: Parents/Carers, Volunteers/Visitors, Staff and FGB	
Evaluation: (inc links to evidence) Safeguarding Policy 2016/17 Annex 3 relating to transport of children Sept 2017 Addition to clause 10. Transporting children "Children below 1.25m tall will require full-backed car seats". Sept 2022 Addition to Clause 4 – issuing of lanyard when visiting site Addition to Clause 9 relevant checks required by HCC for transport of children/pupils	

Rationale

As an open, friendly school, St. Mary's welcomes visitors and has produced the following guidelines to facilitate this.

Guidelines

1. A visitor is someone who is not employed by the school.
2. All visitors to the school are required to sign in and wear an identifying lanyard and be made aware of the school's Child Protection and Health and Safety policies.
3. Parents who help in the school are also required to sign in and need to be DBS checked and have completed a Childcare Disqualification Staff Declaration Form; they must also be aware of the above policies. All volunteers receive an induction pack to read through and the headteacher will deliver a yearly safeguarding briefing for volunteers.
4. Parents who help on school trips are not required to have a DBS as they are never alone with children. Lead teachers for the trip go through the 'One Page Guide for Volunteers' before leaving school.
5. St. Mary's welcomes students on work placements, teaching practice and those wishing to develop their school experience prior to teacher training.



6. Past pupils are always welcome to make visits, but need to make an appointment in advance. They are also welcome to attend Friday Sharing Assemblies and Church Services.
7. In exceptional circumstances employees of St. Mary's may request to bring their own school aged children to school, on the understanding that they will be responsible for the safety and well-being of that child(ren). This is at the discretion of the Headteacher.
8. Pupils who join St. Mary's from another school will be offered a 'taster day' once a firm acceptance of a place has been made by the parents.
9. Prospective parents are welcome to make visits to the school at a pre-arranged time.
10. For Governors' visits, please see the document 'A Policy for Governors' School Visits'; Hall Hirers refer to Hall Hire Policy/Hirers Pack
11. For further guidance please refer to Home-School Agreement Appendices Pupil and Parent Promise which details all aspects of working in our school setting.