

RESPONSIBILITIES OF VOLUNTEERS / VISITORS

All those who come into contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions and behaviour. You should avoid any contact which would lead anyone to question your motivation and intention. At Mottram CE Primary School we all have a duty to safeguard and promote the welfare of all our children.

Always have identification documents available for any member of staff to check.



At Mottram Church of England Primary School we aim to create and maintain a school where everyone:

- Feels valued as individuals
- Has high expectations of themselves and each other
- Shows respect for themselves, each other and the world we live in
- Is equipped academically, emotionally, spiritually, physically and socially to succeed now and in future life
- Creates a classroom and school environment that enables teachers to teach and pupils to learn.
- Enables children to adopt positive attitudes to learning through curiosity, flexibility, perseverance, cooperation, critical reflection, and a willingness to use and appraise evidence.
- Uses a consistent and fair approach, acting as good role models.
- Makes it clear to pupils the distinction between minor and more serious behaviour and the range of sanctions that follow.

DBS CHECKS

All staff, including supply staff and regular visitors are subject to Disclosure and Barring Service checks (Keeping Children Safe in Education). This is to help ensure that unsuitable people are prevented from working with children. The Designated Safeguarding Lead will inform you as to whether or not you require a DBS check. If you do not have one, you will not be left unsupervised with pupils. DBS details and information are available from the Office Manager who will also help you to complete the form and advise which documentation is necessary for you to present for the check to be completed.

SCREENING DOCUMENTS

Visitors will be asked to read our Screening Document as part of our signing in procedure at the school reception area. You will then agree to comply with Child Protection Procedures within Mottram CE Primary School and agree to disclose all criminal convictions spent or not.

IDENTITY BADGES

All visitors at Mottram CE Primary School must wear their visitor badge received from Reception and their agency badge if appropriate. Any adult without a badge will be challenged.