

# Visitors Policy

**Anglo-Portuguese School of London**

**Approved by:** [Name] **Date:** April 2020

**Last reviewed on:** April 2020

**Next review due  
by:** April 2021



Welcome to APSoL. We hope that you find this pack informative and useful, should you have any further questions please do not hesitate to ask a member of staff.

#### General Information

By signing the visitor register you are agreeing to abide by our school policies including those on Acceptable Use of Information Technology & Mobile Phones and Child protection & Safeguarding.

#### Car Parking

The allocated parking spaces must be requested on communication of visit (pre-visit). Please do not park on the zig-zags, on the main road, or anywhere that is going to prevent emergency access to the school building.

#### On Arrival

Please ensure that you sign in at the office (and out again) and wear your visitor's badge at all times whilst on the premises. Please ensure that you shut doors behind you and that the playground gates are locked using all three bolts.

#### Emergency Evacuation Procedures

The main alarm is a continuous bell. On hearing it you must leave the building by the nearest and safest exit, meeting at the designated fire meeting points outside the school building (side road next to LQ development)

- Do not re-enter the building until you are told you may do so
- Do not try to go to your car and leave the premises as this may hamper the access of the emergency services.
- Do not stop to collect personal belongings

#### Toilets

Visitors must only use staff/adult toilets – these are labelled. On the temporary site, you can find this by the school office and at the end of the corridor past reception classrooms. In under no circumstance, is an adult visitor permitted to use children's toilets.

#### Hot beverages and Food

Hot drinks are to be consumed in the staff room – NO hot drinks are to be carried around school. Food must be consumed in designated eating areas such as staffroom or dining hall. Food must not be consumed during lessons or times when the children themselves, are not eating.

#### DBS disclosure

If you will be working unsupervised with any children you must have an enhanced Disclosure and Barring Service check. Application details are available from the school office and you will need to provide proof of identity e.g. passport, driving licence and a current utility bill. No volunteer must undertake to work with children unsupervised before this check is complete.

[www.angloportugueseschool.org](http://www.angloportugueseschool.org)

[info@angloportugueseschool.org](mailto:info@angloportugueseschool.org)

Part of Talent Education Trust. Registered office address:  
11 Belgrave Square, Belgravia, London SW1X 8PH. Company number: 10036154.

### Confidentiality

Confidentiality should be maintained at all times. Please read the attached Confidentiality Policy and sign and return the Confidentiality Agreement.

### First Aid

The staff in the office and in Reception classrooms will be first aid trained from September 2020. Staff in Reception classrooms will have Paediatric First Aid training. Photographs of first aiders can be found in all classrooms and common areas.

### Safeguarding

Our children's safety is paramount. Please read the attached Child Protection & Safeguarding Policy and Child Protection Advice leaflet carefully. Should you have a concern about a child or learn of any information that relates to a welfare or child protection issue then this must be discussed with the class teacher at the end of the lesson. Any safeguarding concerns during your visit must be reported to the Designated Safeguarding Lead: Marta Correia (Principal). Incident reporting forms can be found in the school office. Child Protection and Safeguarding contact information can be found in every classroom and common area.

### Health and Safety

Our Health and Safety Policy is enclosed, please familiarise yourself with its contents. Also attached is our health and safety information booklet. Thank you for taking the time to read this information pack.

### Visiting Speakers

Visits from key speakers must be arranged with the knowledge of the Principal. The content of all material/ ICT material being shared with the children (including presentations), must be shared with and approved by the Principal before the visiting day.

## **ANGLO PORTUGUESE SCHOOL CONFIDENTIALITY AGREEMENT**

This confidentiality agreement is to be signed by each individual who works on the school premises (including teaching and non-teaching staff, permanent and temporary staff, and any volunteers authorised to provide help or support).

I understand that, in the course of my duties at APSOL I may encounter, learn or have revealed to me personal information of a confidential nature relating to the pupils or their families. This information may be imparted to me orally, in writing or electronically, at any time or place.

- I will respect the confidentiality of such information
- I will not use or disclose such information except lawfully and in accordance with the school's confidentiality policy.
- Where I have access to such information, I will access it only where necessary for my duties, including my duty of care.
- I will take all reasonable steps to ensure that no other person gains access to such information in my possession and to inform my line manager/a member of staff immediately if I learn that unauthorized access has occurred.
- This undertaking will continue to apply in the future, even after I have left my position at the school. This undertaking does not apply to information in the public domain.

Signed: .....

Full name: .....

Position: .....

Date of signature: .....

## ANGLO PORTUGUESE SCHOOL VISITORS ACCEPTABLE USE POLICY / ICT CODE OF CONDUCT

APSoL is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

- I understand that I have been given use of the school internet and/or school ICT systems in order to carry out a specific job for the school.
- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will only use the school's email/internet/intranet/Learning Platform and any related technologies for the purpose for which I have been given access.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will not install any hardware or software without the permission of the Principal, Marta Correia
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory whilst using the school ICT systems.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available, on request, to the Head teacher or my employer.
- I will respect copyright and intellectual property rights. → I understand that if I disregard any of the above then it will be reported to my employer and serious infringements may be referred to the police.

User Signature .....

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Full name .....(Printed)

Company .....

Signature ..... Date .....

## **INFORMATION AND CODE OF CONDUCT FOR VOLUNTEERS**

APSOL highly values parents and others who volunteer to help out with school activities. We hope to encourage your support, contributions and assistance. Many school activities would be at risk if it weren't for your help and many of our pupils benefit greatly from it.

It is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. We also, of course, have a duty to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm.

This booklet is to inform you of what measures we need to apply to ensure that all volunteers and pupils are safe and cared for.

### **Disclosure and Barring Services Checks**

We have a responsibility to ensure that all adults working for the school are suitable people to work with children. The Department for Children Schools and Families and the Local Authority set out guidance regarding when adults working on behalf of the school must be subject to these checks. This means that depending on the nature and regularity of your help and the level of contact you have with children, we may need to ask your permission for a DBS check.

This check is to ensure that you are not included on the Independent Safeguarding Authority list of those people who have been barred from working with children, you do not have relevant convictions, and the police do not have any other information about you which suggests that you may be unsuitable to work with children.

We appreciate that some volunteers find this intrusive and unacceptable, however, we wish to reassure you that this information is solely for the purpose of ensuring that our pupils are safe from unsuitable people. We can further assure you that this information will be kept confidential to those who 'need to know' (usually the headteacher and the Local Authority) and securely stored. If you do have convictions this does not mean that you will be considered unsuitable, usually this would only apply if a person has convictions for offences against children, sex offences or offences of serious violence.

No checks will be undertaken without your agreement and you will receive a copy of the check.

In some instances we may ask for your permission to seek information from another person regarding your suitability to work with children e.g. from an employer. If you have any concerns or would like further information about checks, please discuss these with Principal.

## **Welfare and Safety of Volunteers and Children**

We undertake to ensure that any activities which you are involved with are planned properly and safely, also that you are consulted on and informed of these plans. This helps us to make sure that you are happy and comfortable with the arrangements, also that you have the opportunity to make us aware of any anticipated difficulties, reservations or problems which arise. We further undertake to ensure that at all times you will have access to a member of the school staff should any emergencies arise or you need to talk to someone immediately regarding any difficulties.

### **Code of Safe Conduct**

It is essential that we acknowledge that the vast majority of volunteers behave appropriately whilst working with our pupils. However, expected conduct of adults working in or for a school is sometimes different to that which applies whilst caring for our own children. Conduct is also governed by certain laws and government guidance. Further, staff and volunteers sometimes express uncertainty as to what is and isn't acceptable and ask for guidance regarding those behaviours which, whilst most probably innocent, may be considered illegal, improper or could be misconstrued by another person. The following, therefore, gives a guide to appropriate conduct whilst working in or on behalf of the school (e.g. residential visits, out of school activities). Adherence to this code will ensure that both children and adults are safe, including from the possibility of allegations being made against them.

### **You should always:**

- Adhere to all school policies, many of which are specifically written with safeguarding in mind. For example: Child Protection & Safeguarding, Behaviour Management, Physical Intervention, Anti Bullying, Equal Opportunities, Health and Safety, Acceptable Use of ICT, Disability Discrimination, E safety.... These can be found on the school website and in the office.
- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Provide a good example and 'positive role model' to the pupils.
- Observe other people's right to confidentiality (Unless you need to report something to the Principal e.g. concerns about a child protection issue)
- Treat all children equally; never confer favour on particular children, or build 'special relationships' with individual children, except where one to one working is part of a plan agreed with your manager (e.g. for counselling, tuition, mentoring or other purpose). Report to the Principal (or in the case of an allegation concerning the Headteacher, the Chair of Governors): (As soon as possible)
- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation, against yourself.
- Any difficulties that you are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately.
- Any behaviours of another adult in the school which give you cause for concern or breach of this code of conduct or other school policies and procedures

**You should never:**

- Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children.
- Touch children in a manner which is or may be considered sexual, threatening, gratuitous or intimidating.
- Discriminate either favourably or unfavourably towards any child.
- Give personal contact details, text, email or telephone, or make arrangements to contact, communicate or meet children outside of school.
- Develop 'personal' relationships with children.
- Make inappropriate\* remarks or jokes of a personal, sexual, racial, discriminatory, intimidating or otherwise offensive nature.
- Be sarcastic, embarrass or humiliate, make remarks or "jokes" to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate\* or offensive nature
- Give or receive (other than 'token') gifts unless arranged through the Headteacher, for example, outgrown sports kit, football boots or uniform.
- Undertake any work with children when you are not in a fit and proper physical or emotional state to do so. For example: under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for children; under extreme stress which is likely to impair your judgement. \* Please note: It is the perception of the person subject to a remark or action rather than your stated intention that defines 'appropriate' or 'inappropriate'.