

PARENT & VISITOR CODE OF CONDUCT

We expect all parents and visitors to show respect and concern for others by:

- Supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community.
- Working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution.
- Reinforcing the school's policy on behaviour.
- Respecting the learning environment appropriately (both in school and off site).
- Driving safely and parking with consideration and respect for others when delivering and collecting children from school.

In order to support a peaceful and safe school environment, the school does not tolerate:

- Disruptive behaviour, which interferes with the operation of a classroom, an office area or any other part of the school grounds.
- Using loud and/or offensive language or displaying temper.
- Intimidation, harassment or threatening harm or the use of physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them and physical punishment against your own child on school premises. (Some actions may constitute an assault with legal consequences).
- Damaging or destroying school property. Issuing or partaking in abusive, threatening, malicious or inflammatory emails, phone or social network messages.
- Smoking and consumption of alcohol or other drugs or accessing the school site whilst intoxicated.



CONTACT US



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Northamptonshire Multi-Agency
Safeguarding Hub



0300 126 7000



MASH@nctrust.co.uk



NICHOLAS HAWKSMOOR
PRIMARY SCHOOL

An Academy of Academic, Artistic and Athletic Excellence

VISITOR INFORMATION

DESIGNATED SAFEGUARDING LEADS

*Primary Designated Safeguarding Lead &
Assistant Head Teacher - Mrs H Gilchrist
Head Teacher - Mr J Fulford
SENDCO & Assistant Head Teacher
- Mrs H Lohman*

*Deputy DSLs - Mr J Driver, Miss J White & Mrs Kirkup
Governor With Safeguarding Responsibility
- Mr J Allen*

Nicholas Hawksmoor Primary School has a duty of care to all people on this site, visitors as well as employees and children. We require all visitors to have due regard for their own safety and for that of others, to protect the environment and to co-operate fully with instructions and requests. All injuries, incidents, near misses and unsafe conditions should be reported immediately to your host.

Signing In

All visitors must report to Reception on arrival to sign in and be given a visitors' pass. You will then be asked to wait until your host arrives to escort you to the appropriate area.

Please ensure that you wear your visitors' badge at all times and return it to Reception at the end of your visit.

NICHOLAS HAWKSMOOR PRIMARY SCHOOL

Thank you for playing your part in helping to ensure that our community is safe and secure

No Smoking/Vaping

Smoking and vaping is not permitted within our buildings or within the grounds.

Refreshments and Facilities

Your host will advise you of the catering and refreshments availability. Toilets for visitors are located in the Reception area.

First Aid

Please go to Reception or dial extension 200 for assistance.

Special Instructions for Visitors with Disabilities

Toilets with disabled access arrangements are available in the Reception area. If your disability would prevent you from evacuating the building quickly, special arrangements must be made before an emergency occurs for your safe evacuation. Ensure your host is aware of your disability and notifies Reception. Disabilities include impaired hearing and impaired eyesight.

Security

You must not enter any area of the school without direction of your host. Staff will ask for identification from any person on the site. Disclosure and Barring (DBS) documentation is required for any visitor or contractor who enters the school site who may at some point be left un-escorted by their host.

Fire Alarm and Emergency Procedures

A continuous bell indicates a fire alarm and the building must be evacuated immediately. You must proceed to the designated assembly point (**Bottom Playground**) as directed by your host. Do not delay departure by collecting personal belongings. If a fire is observed, the nearest fire alarm point must be activated as soon as possible and the fire alarm procedures followed. No attempt should be made to leave the site unless advised by your host. Do not enter the building until directed to do so by the senior staff or fire service.

Safe Behaviour

Please remember:

- Always wear your visitors' badge*
- You must be accompanied by your host at all times*
- No smoking on site*
- Don't read whilst walking*
- Don't overload yourself or carry too much*
- Exercise care when carrying drinks*
- Report hazards to your host*
- Take care when using the car park / turning circle*

Mobile Phone Safety

Mobile phones are a part of everyday life. We accept people need to use mobile phones but would request this is not in front of our children.

Nicholas Hawksmoor Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff, volunteers and visitors to share this commitment. The protection of our children from abuse is the responsibility of all staff within our school, superseding any other considerations.

HOW DO I ENSURE MY BEHAVIOUR IS ALWAYS APPROPRIATE?

- Appropriate relationships with children should be based on mutual trust and respect.
- As a volunteer or visitor, you may well be working closely with children, sometimes on a one-to-one basis. If you are working with a child on his/her own always, ensure the door is left open or that you can always be visible to others.
- Do not photograph children, unless requested by the class teacher, exchange e-mails or text messages, or give out your own personal details.

WHAT SHOULD I DO IF I AM WORRIED ABOUT A CHILD?

If whilst working with a child, you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

Please report these concerns to the class teacher, who, if they feel it appropriate, will pass the information to one of the school's Designated Safeguarding Leads.



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CHILD PROTECTION ADVICE FOR VOLUNTEERS & REGULAR VISITORS

Thank you for your interest in becoming a volunteer or regular visitor. We hope this information will provide some useful advice and information when working with children at Nicholas Hawksmoor Primary School.

What are my Responsibilities as a Volunteer?

All those who come into contact with children through their everyday work whether paid or voluntary have a duty to safeguard the welfare of children. Our safeguarding & prevent policies are available on request or can be found on our website.

Disclosure and Barring Service

Nicholas Hawksmoor recruiting and selection procedures specify that all volunteers who work with children will require an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children.

The Head or Designated Safeguarding Lead will inform you as to whether or not you will require an enhanced DBS Disclosure. If you do not, you must not be left unsupervised with children.

The DBS process is available from our office staff and is necessary for you to present for the check to be completed.

Please also inform the Head immediately if you become subject to any criminal investigation, a caution or conviction. This helps to protect you, as well as the young people in your care.