



Reepham Church of England Primary School Visitor, Volunteer & Helpers Handbook

Reepham C of E Primary School welcomes visitors into our school family. By joining us you are agreeing to follow the guidelines below.

- You must sign in and out on the iPad in the foyer and wear a school lanyard at all times.
- You must report to the member of staff you are working with and follow their instructions.
- You must not be alone with pupils.
- You must not enter pupil toilets/changing areas.
- You must respect our school values and Christian ethos.
- You must not take images of our pupils, parents or staff (see Mobile Phone/Device policy)
- You must not have your mobile phone out in school.
- You must not talk about 'school business' or any children outside of the school.
- You must adhere to the school's Child Protection/ Safeguarding Policy (available on the school website)
- You must raise any concerns to a member of staff immediately.
- In the event of an evacuation, you should leave via the nearest exit and line up with your responsible adult.

Please sign out using the number on your lanyard and post in the 'Visitor Badge Deposit' box.

For further clarification on any of these matters please speak to the School Administrator, Headteacher or your assigned Class Teacher / mentor.

The Staff Handbook, Mobile Phone/Device Policy and Child Protection Policy are available on the school website: www.reepham.lincs.sch.uk along with other relevant policies.