

# ACE Visitor & Volunteer Expectations

## Our Vision:

*At Altrincham CE Primary, we are rooted in the love of Christ, nurturing each pupil's unique gifts and potential.*

*Together, we grow strong in faith and character, bearing fruit in our community as we learn, support one another, and blossom into the best version of ourselves.*

## Our Values:



### General Conduct

We expect all visitors and volunteers to act as role models for children by consistently demonstrating high standards of behaviour.

Visitors and volunteers are expected to act with integrity, prioritising the safety and wellbeing of our children. This includes maintaining proper boundaries and acting in a fair and transparent way.

### Safeguarding

The following behaviours are inconsistent with the school's code of conduct for adults.

- Having a mobile phone visible to children
- Engaging in 1-to-1 activities where you cannot be easily seen by others
- Shouting at or otherwise humiliating children
- Being over-friendly with children or having "favourites"

### Mobile Phones

## Schools are mobile-phone free zones.

To ensure pupil safety, visitors and volunteers must adhere to strict rules regarding mobile technology:

- **Visibility:** Visitors and volunteers must not use personal mobile phones in front of pupils.
- **Storage:** While working with children, phones should be securely stored in a bag, cupboard, or locker.
- **Restricted Use:** Any personal use of a mobile phone by visitors and volunteers must only occur in spaces where pupils do not have access.
- **Photography:** It is absolutely forbidden for visitors and volunteers to use personal mobile phones or cameras to take pictures of pupils.
- **School Trips:** On school trips, visitors and volunteers must not use personal mobile phone cameras.
- **Privacy:** Visitors and volunteers should never share personal mobile numbers or contact details with parents or pupils.

## Walking Volunteers

If assisting a class when walking to church or within the community, you must follow these safety protocols:

- **Supervision Positions:** walking volunteers are generally positioned at the middle or back of the line with school staff at the front.
- **Safe Conduct:** Visitors and volunteers should ensure children walk sensibly and quietly, remaining alert to traffic and pedestrians. Children should be discouraged from jumping, waving arms, or walking on the kerb.
- **Formation:** On hills, walking volunteers must ensure the group walks in single file.
- **Road Safety:** walking volunteers must be present to attend to children crossing any roads, following the lead of school staff, and should remain alert to the risks of driveways and entrances. They should always walk on the pavement to model safe road behaviour.
- **In Church:** Visitors and volunteers should ensure children enter the church quietly and sit respectfully, recognising it as a place of worship.