



A flourishing
fellowship: learning
together with God
by our side

St George's CE Primary School

VOLUNTEERS AND VISITOR INFORMATION

Please ensure your Badge is worn and visible at all times.

Safeguarding

All visitors to the school site are required to read the Visitor's safeguarding leaflet and be familiar with the following policies and procedures.

- School Safeguarding & Child Protection Policy
- School Health & Safety Procedures
- School Confidentiality Policy
- Aquinas Whistle-Blowing
- School Critical Incident and Business Recover Procedures
- Fire Evacuation and Lockdown procedures – *(found in front of house document holder)*
- Protective measures in relation to the Academy's response to the COVID-19 pandemic.

All policies can be viewed on the following links: <https://stgeorgescebromley.school/about-us/policies> or <https://www.aquinastrust.org/about/policies> and copies of these can be found at reception. The school is happy to provide you with a hard copy of any policy you require.

PLEASE REFER ANY CONCERNS IMMEDIATELY TO A MEMBER OF THE OFFICE STAFF. ANY SAFEGUARDING CONCERNS MUST BE RAISED IMMEDIATELY AND REPORTED TO ONE OF OUR DESIGNATED SAFEGUARDING LEADS:

Mrs E Peyton, Headteacher SDSL	Mrs D Ardern, Asst Headteacher DDSL	Mrs M Fahey, Asst Headteacher DDSL
Mrs H Murphy Asst Headteacher DDSL	Ms C Georghiades, Family Worker, DSL	Mrs A Payne SEN Asst DSL
Mrs J Mitchell, Dragon Tea Club Lead DSL	Mrs S Wells, Dragon Breakfast Club Lead DSL	Mrs S Miles, PE DSL

Data Protection

The personal data you provide the Academy as a result of this signing in procedure is being processed in accordance with the General Data Protection Regulations (GDPR). We collect and use your information under the following lawful bases:

- a. where it is necessary for compliance with a legal obligation (Article 6 (c));
- b. where processing is necessary to protect the vital interests of the data subject or another person (Article 6(d));
- c. where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 (e)).

The data we hold is your name, car registration and signature and we do so in order to support our statutory functions of running a school and in order to meet the Trust's responsibilities, in particular:

- a. for the protection and welfare of pupils and others in the Academy;
- b. for the safe and orderly running of the Academy.

The information we hold on the Invenry signing up system will be retained for the current academic year plus a further academic year after which time the information is securely destroyed.

Please be aware that the Academy may have to share your details with NHS Test and Trace as part of the national response to the COVID-19 pandemic. For further details regarding the sharing of personal data please see the Trust's COVID-19 notice on the front-of-house desk and on the school website under data protection.

Procedures / First Aid

Only visitors/volunteers with a full DBS may be left alone with children. If you are alone with a child, you must ensure that you are:

- in a public place; in a room with a door open; peripatetic teachers, doors can only be closed if the doors are glazed.
- First Aid: Should you or a child have an accident or minor injury, this must be reported to a member of staff and the Accident Book must be completed each time.