



Supporting at St. Peter's, Henfield

Thank you for offering to visit St. Peter's in order to support the children of St. Peter's with their learning – it is much appreciated. Before we can welcome you in person we will need to obtain a DBS and in order to do so, please could you follow the guidelines below:

DBS

All DBS checks are completed online, with the first half being completed by the school and the second half by the applicant. Our School Business Manager will need to see the following in order to start the process:

One piece of evidence with your photo, 2 items with your date of birth and 2 items with your current home address. All evidence needs to be the original and could be as follows:

- Photocard driving licence (The licence must have current home address on it, otherwise we will require, in addition to the licence, a utility bill less than 3 months old.)
- Valid Passport
- Birth Certificate (This must be dated within 12 months of birth)
- Council Tax Bill (This must be less than 12 months old)
- Email Address (This is essential so we can email you while the application takes place.)

Should any piece of evidence have a different surname on (i.e. maiden name/married name) then a marriage certificate will be required, in addition to the above. The whole process can take from 2 weeks to 2 months to be finalised. The final DBS disclosure will be sent to your address, please could you bring it into school when you receive it.

In line with our safeguarding policy, there is some 'housekeeping' rules that we need you to be aware of, and would appreciate you signing the slip on the page overleaf, to confirm your acceptance of them.

Safeguarding – If you have any concerns about the safety or welfare of a child and/or family, while you are with us please contact one of our Child Protection Officers whose names and photos are on display just inside the main entrance to the school and throughout the building. The School Office will be able to inform you of where the Child Protection Officers are located within the school when you are here. Any concerns must be held as confidential.

Mobile Phones – All mobile phones should be switched off, when you arrive at St. Peter's and not used during your time here. Similarly if you are supporting a year group on excursions out of school. Should any visitor be seen with a mobile in use, then you will be asked to switch it off and remove from sight.

Photographs – We cannot permit any photographs while on site. This is strictly prohibited.

Confidentiality – Any conversations that are heard, or instances witnessed during your time here must be held as confidential. If you have any concerns then these should be given to one of our Child Protection Officers, as stated overleaf. Social media must not be used in any form.

Smoking – Smoking is not allowed at any time within the school premises.

Arrival/Departure – All visitors must sign in, wear a visitors badge throughout the visit and remember to sign out when leaving. Upon arrival, while signing in, you will be presented with a fire plan giving the evacuation points that must be used in the event of a fire. You may also be asked to provide some form of identification.

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To be returned to the School Office

I confirm that I have noted the points above and will adhere to them, in accordance with the policies of St. Peter's CE (Aided) Primary School, Henfield.

Signed:

Name:

Date: