



Volunteer and Visitor Policy

May 2017

Approval by the Governing Body	
Review date	
Signed by Chair of Governing Body	
Signed by the Principal Designate	

This policy was written by Andrea Fricker, Principal Designate

Consultation	
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Introduction

- 1.1 We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.
- 1.2 Volunteer helpers can be:
 - Parents, carers or other adults
 - Students on work experience
- 1.3 It is important that staff recognize that a visitor is anyone who comes on site who is not a member of staff or known volunteer. Visitors can be, for example:
 - Contractors
 - Consultants
 - Inspectors
 - Parents, carers or other family members
 - Candidates for jobs
 - Invited speakers
 - Drama company
- 1.4 The school does not tolerate any extremist views expressed by any visitors to the school, including parents and carers. If a staff member or pupil hears such views being expressed, he or she must refuse to speak further with the person and inform a member of the senior leadership team immediately.

Policy in practice

Volunteers - occasional

- 2.1 Volunteer helpers support the school in a number of ways, including:
 - Supporting individual pupils
 - Hearing pupils read
 - Helping with classroom organization
 - Helping with the supervision of children on school trips
 - Helping with group work
 - Helping with art, science or subjects involving other practical activities
- 2.2 Volunteers will be expected:
 - To sign in at the main office on arrival
 - To wear a dated visitors sticker at all times
 - Not be left alone with a children and to be supervised at all times.
 - Not to be involved in assisting children to get dressed or changed or in any toileting arrangements. This includes during school trips when only school staff should supervise toilet stops.
 - Not to take photos of the children
 - Not to use their mobile phone
 - To dress appropriately for activity
 - To be escorted to the office by a member of staff to sign out when they leave
- 2.3 Volunteers will be given a short induction on health and safety procedures.
- 2.4 The Principal has the authority not to accept the help of volunteers if he or she believes it will not be in the best interest of the children.

Regular volunteers

- 3.1 Regular volunteers will be expected to complete an enhanced DBS check and a Disqualification by Association declaration form.

- 3.2 At all times they will be under the supervision of a teacher who will direct their work. At all times the teacher is responsible for the health and safety of the pupils.
- 4.3 They should not change children or support them in the toilet without a member of staff being present.
- 4.4 Regular volunteers will be given a copy of the Code of conduct for staff so that they too can follow the guidance in it.

Visitors

- 3.1 The following visitors' procedures have been drawn up to ensure the safety of pupils and staff on site.
- All visitors must report to the school office on arrival.
 - Contractors will be taken through the specific 'Contractor Management' process.
 - Visitors must sign in and wear a dated 'Visitor' sticker.
 - A member of staff will briefly explain any safety and safeguarding information and give them safety/emergency arrangements on a card.
 - All visitors are not to be left alone with children.
 - They should not be involved in assisting children to get dressed or changed or in any toileting arrangements.
 - Visitors will not normally be allowed to take photos of the children.
 - They should not use their mobile phone whilst in school and if seen to do so should be asked to switch it off immediately.
 - Should their behaviour whilst in school cause staff any concern it should immediately be reported to a senior member of staff, normally the Principal, who will make the decision as to how to proceed.
 - Visitors must be escorted to the office when they leave and sign out.
 - Staff should challenge any adult who is not wearing a visitor's sticker and report them immediately to a senior member of staff.
- 3.3 These procedures will form part of staff, pupil and parent induction.
- 3.4 We encourage the use of external agencies, visitors or speakers to enrich the experiences of our students, however we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our students.
- 3.5 Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals;
 - Any messages do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies;
 - Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication;
 - Activities are matched to the needs of students;
 - Activities are carefully evaluated by schools to ensure that they are effective.
- 3.6 Staff and pupils must not invite speakers into school without first obtaining permission from the Principal.

Monitoring and evaluation

The day-to-day monitoring of this policy is the responsibility of the Principal.

Links to other documents

[Keeping children safe from the dangers of radicalization and extremism policy](#)

[Contractor management procedures](#)

[Staff code of conduct](#)