Holyport CE Primary School & Foundation Unit

Visitor and Volunteer Policy

Statement of Intent

In addition to the adults who are employed directly by Holyport CE Primary School, there are often adults and young people who spend some time at our school. Visitors and volunteers have a very important role to play in bringing a range of skills and experience that can enhance and promote the learning opportunities that we offer to our pupils. The Headteacher, staff and governors therefore welcome and encourages visitor and volunteering in our school.

1. **Scope of the Policy**

Our visitors include:

- supply teachers
- RBWM and Achieving for children staff running specific interventions and events
- local charities and organisations such as DASH, Family Friends
- catering staff
- building and maintenance companies

The types of activities that visitors engage in, include:

- working with whole classes, small groups or with individual pupils e.g. supply teacher, school nurse, play therapist, speech and language therapists
- theatre companies, workshop organisers
- peripatetic music teachers
- sports coaches from local organisations such as Maidenhead Magpie's, local Cricket Clubs etc and
- those leading after-school clubs.

Our volunteers include:

- members of the Governing Body
- parents of pupils, past and ex pupils
- ex-members of staff

- adults who are working towards a qualification such as a teaching assistant
- students on work experience or university students undertaking a short-term placement
- local residents, friends and supporters of the school
- ABC to Read and other organisations such as the Rotary Club who have volunteer schemes.

The types of activities that volunteers engage in, include:

- listening to pupils read
- working with small groups of pupils to assist them in their learning
- working alongside individual pupils as an additional tutor
- assisting with extra-curricular activities
-

2. Safeguarding

Holyport CE Primary School is committed to the safeguarding of pupils and everyone who works here. We expect visitors and volunteers to share this commitment and follow policies and procedures in relation to this. The Safeguarding checklist (Appendix 1) and Visitors to School Flowchart (Appendix 2) gives further guidance on DBS checks for visitors and volunteers in school.

3. Volunteers

Anyone wishing to become a volunteer at our school should complete a Volunteer Application Form (Appendix 3) and the Volunteer Agreement (Appendix 4) which sets out our expectations of volunteers, and confirms that they have received a copy of this Visitor and Volunteer policy and good practice guide.

If the volunteer will be in school on a frequent or regular basis, a DBS Enhanced Disclosure is undertaken and references are checked before the volunteer starts working.

Volunteer records will be kept centrally within the school. If successful, a short induction meeting takes place (this is not required where a volunteer is participating in a one-off activity):

- the volunteer will be made aware of their role and responsibilities relevant school policies and documentation will be explained and issued;
- these will include those relating to safeguarding
- an appropriate member of staff will ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits).

4. **Visitors**

Before a visitor is invited to the school, the Head must be informed via the Visitors in School form (Appendix 5). Permission must be granted by the Head before a visitor is asked to come into school and the following adhered to:

- formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal photographic identification all visitors must enter the school building through the main gate and report to the office.
- all visitors must state the purpose of their visit and who has invited them or who they wish to see - they should be ready to produce formal photographic identification all visitors are required to sign in at the office
- all visitors are required to wear a visitor lanyard throughout their visit
- all visitors are directed to the information on their visitor badge
- On departing, visitors leave via the office and using the Q R Code on their badge, record their departure time return the visitor lanyard to office staff
- Regular volunteers e.g. ABC to Read to have a safeguarding checklist put in their visitor badge holder for reference if needed

Our school has many visitors every day. It is everyone's responsibility to ensure that our pupils are safe around these visitors. Many visitors will come into school as a 'one off' and therefore DBS checks will not have been completed. In these circumstances, the visitor(s) should not be left unsupervised around children.

5. Upholding the school ethos

All adults and young people who work within our school, whether as a paid member of staff or as a visitor or volunteer, are expected to work and behave in such a way as to promote our aims and educational purpose:

- it is critically important for pupils to see all adults in school as role models
- you are not expected to make judgments about pupils' abilities or behaviour; any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff
- your help will bring you into close contact with staff and pupils; much of what you see in school is confidential, so please do not talk about things outside of school
- please do everything possible to avoid any physical contact with pupils
- you should not get drawn into inappropriate topics of conversations with pupils; if a pupil begins to talk to you about matters which disturb you, please talk to a member of staff, or the Head or DSL
- this point is only relevant to visitors and volunteers whose children are pupils at the school: although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time)

- all personal belongings (bags, valuables and medications) must be kept with you at all times or locked away securely (a member of staff will help you with this)
- mobile phones, personal cameras and recording devices must be locked away, out of the reach of children during school hours, and must never be used to take photographs of pupils, whether in school or out on a school trip or other event
- if you are in doubt about anything, always ask the advice of a member of staff or the Head or member of the SLT or Office staff
- many of the above standards are there not only for the protection of our children, but also for your own; a breach of any of the standards set out above might lead to a visitor or volunteer being removed and considered an unsuitable candidate for further involvement

6. Supervision (volunteers only)

All volunteers work under the supervision of a teacher, the SENCO or member of staff. Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity that they are undertaking. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice / guidance from their designated supervisor.

7. Health and safety

Visitors and volunteers need to exercise due care and attention and communicate any obvious hazards or concerns to their designated supervisor or other senior member of staff. WE have a Hazard Reporting Form (available in the pigeon holes in the staff room and electronically)

Visitors and volunteers are covered by the school's Indemnity and Public Liability Insurance (which is on display in the entrance of the school)

8. Complaints

Any complaints made about a visitor or volunteer will be referred to the Head or delegated to a senior member of staff for investigation. Any complaints made by a visitor or volunteer will be dealt with in the same way. The Head or designated member of staff reserves the right to take the following action:

- speak with the visitor or volunteer about the incident, and in the case of volunteers the breach of the Volunteer Agreement, and seek reassurance that this will not happen again
- offer an alternative placement for the visitor or volunteer (e.g. helping with a different activity or in another class)

- end the school-visitor/volunteer relationship, and therefore no longer agree for the individual to be in school

Visitors and volunteers will be provided with a copy of the school's Complaints Policy and Procedures if they request.

9. Linked policies

This policy should be read in conjunction with other related federation policies: including: Safeguarding and Child Protection Positive Relationships Guidance for Safer Working Practice Health and Safety

10. Equality, diversity and inclusion

We value the diversity of all individuals within our school and this encompasses visitors and volunteers as well as with all our children and their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

11. Monitoring and Evaluation

This policy and guidance will be regularly reviewed by senior leaders in Holyport CE Primary School.

Finally… we hope that you find this guidance helpful and that you will keep it in mind throughout your time in school. We are confident that you will enjoy the experience of working as a volunteer at Holyport CE Primary School, satisfied in the knowledge that you are making a positive contribution.

ADOPTED AND SIGNED ON BEHALF OF THE SCHOOL GOVERNING BODY ON: 7th December 2022	SIGNATURE OF GOVERNING BODY REPRESENTATIVE*: P Mew (Chair of Governors)*
Name of Headteacher: Amanda Featherstone	Signature of Headteacher: A Featherstone
Presented to: FGB	Policy to be next reviewed: December 2025

Appendix

SAFEGUARDING CHECKLIST

Below is a list of the main types of visitors we welcome in our schools, and guidance about DBS checks. This is only guidance: it is important to consider the duration, frequency and nature of a visitor's time in school. We want to be 100% compliant with regards safeguarding. The easiest way to ensure this aspect of school life is robust and comprehensive, is to ensure all regular adults in school have had a DBS Enhanced Disclosure. Details of DBS checks of frequent visitors to school are included on the Single Central Register (SCR). This is updated by the School Business Manager.

Governors:
All governors should be DBS-checked because we encourage governor input and participation in school activities and this therefore means their visits to school should be of a regular nature. Details included on SCR.

Work experience students:
do not need to be DBS-checked if they are part of high school work experience or for half a day per week for no more than a term. High schools are required to assess the suitability of the student for the placement. However, students undertaking other types of placement, eg sports leaders, should be DBS-checked by the organising body and details included on the SCR.

People considering a teacher training course, but not yet applied:
these people are DBS-checked if they spend a period of longer than three days in school. They are supervised at all times. Details included on SCR.

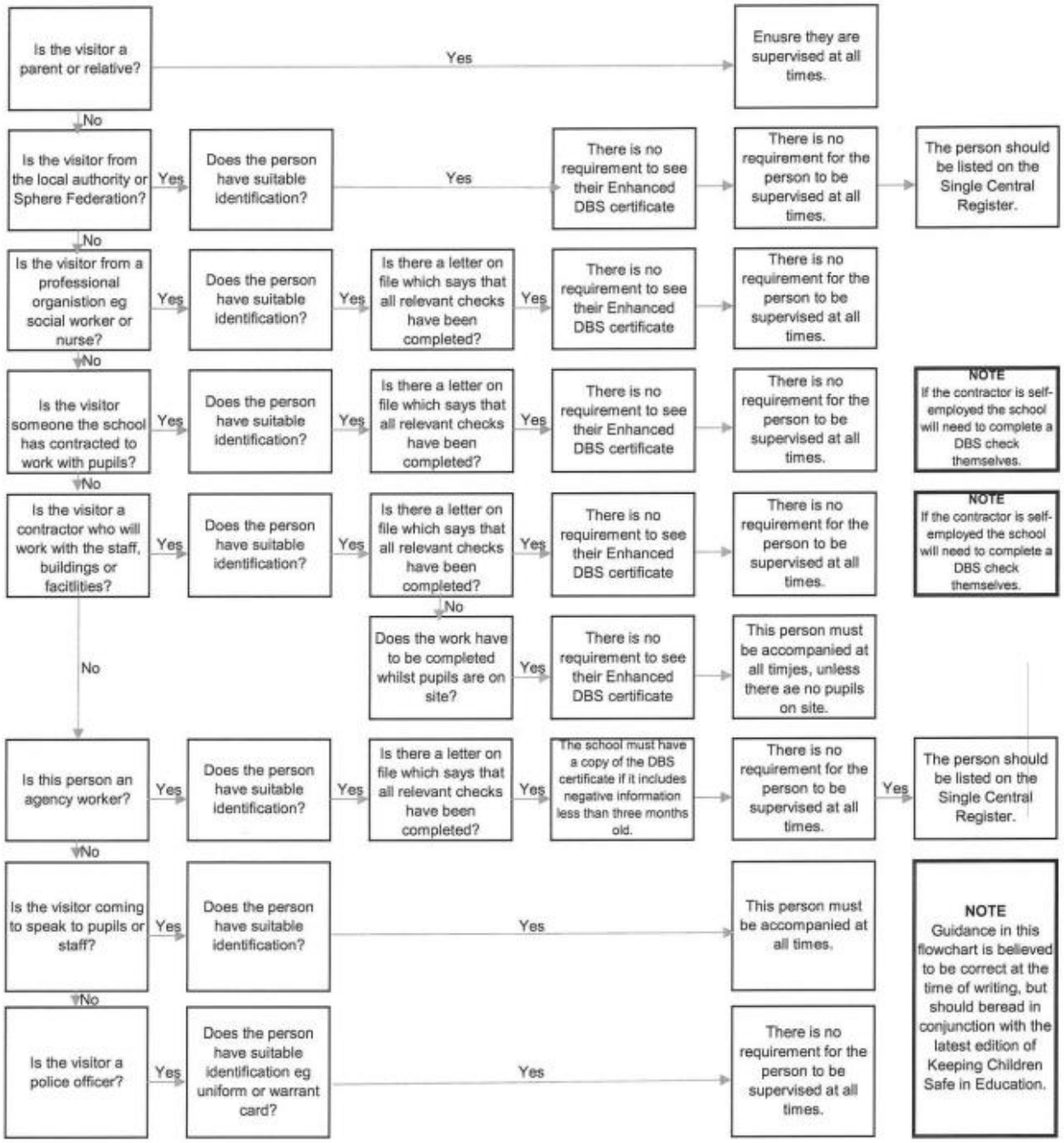
Trainee teachers: we ensure that the relevant educational institution confirms that the trainee has been checked and is suitable for the placement. They are included on the SCR with the university's DBS disclosure number.

Volunteers: if they are unaccompanied with children (eg hearing readers), come in at least once a month or for more than three days in one month, these adults are DBS-checked. Details included on SCR.

Adults doing work attached to some sort of training body: the training institution must confirm that they employ safer recruitment techniques including ID checks, interview, DBS and that they have risk assessed any disclosed information. The organising institution undertakes the DBS check. Details included on SCR.

Agency staff and peripatetic teachers: DBS checks are undertaken by the organising body and included on the SCR.

VISITORS TO SCHOOL FLOWCHART



VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Holyport CE Primary School.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please sign this Volunteer Agreement and hand it in to the School Office.

I have been accepted as a volunteer at Holyport CE Primary School and I can confirm the following:

- I understand and accept the Holyport CE Primary School Visitor and Volunteer Policy, which applies to my involvement as a volunteer
- I agree to support the school's aims and educational purpose
- I agree to adhere to Holyport CE Primary School's policies and procedures at all time
- I agree to work within the boundaries of the School and Trust's Safeguarding procedures
- At all times I agree to treat any information obtained from within school with the strictest of confidence
- I agree to undertaking an enhanced Disclosure and Barring Service check
- I have been informed of who will be my designated supervisor

Signed: ……..

Full Name: ……

Date: ……

VISITOR INFORMATION FORM

Any arrangements involving visitors coming into school should be made well in advance.
The following questions / prompts are intended to assist you in making sure that all aspects have been considered and needs to be filled in when making arrangements.

Which year group?							**Name of visitor / company:**	
YR	Y1	Y2	Y3	Y4	Y5	Y6	Contact name: Contact details:	
When?							**What will be happening?** purpose or proposed activity	
Date Time								
Confirmation:								
Has the diary been checked? Have office staff been asked to put it in the diary?		SLT informed?					Signature of member of staff to confirm that appropriate arrangements have been made:	
Other considerations:								
Do parents need to be consulted about the session?							Yes	No
If yes, do you need a letter to go out from the office?							Yes	No
Have you warned the visitor about lack of parking?							Yes	No
Do they need to access the site with equipment?							Yes	No
If yes, have arrangements been made for this?							Yes	No
Is school satisfied with DBS arrangements where applicable?							Yes	No
Are there any expenses?							Yes	No
If yes, which budget?								
Intended Learning Outcomes							**Impact Against Learning Outcomes / Evaluation**	