

MOAT HALL PRIMARY SCHOOL

VISITOR AND VOLUNTEERS POLICY

The Governing Body is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment.

Visitors and volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children, and we welcome, value and encourage them. It is important that we keep track of who is working in our school, where they are placed and how long they will be with us. For this reason, all enquired should be directed to the office who will liaise with the Headteacher regarding their placement.

Aims and Values

All adults who work in our school are expected to work and behave in such a way as to actively support:

- Safeguarding and promoting the welfare of all the children in our care by providing an environment which is safe and secure and can support their emotional and physical needs.
- A healthy school environment where children and adults respect each other and take responsibility for their own actions
- Inclusion, where there are equal opportunities for all.
- An expectation that everyone will achieve high standards of work and behaviour, both inside and outside school.
- To provide a balanced curriculum which will help children prepare for the opportunities and responsibilities needed for now and later in life.

Categories of Volunteers

- Members of the Governing Body
- Parents, carers, guardians, siblings, grandparents of pupils
- Students on work experience or placement
- University Students
- Ex members of staff
- Local residents
- Staff family members

Types of Activities

- Hearing children read
- Working with small groups of children
- Working with individual children
- Preparing resources
- Accompanying school visits
- Escorting children on local walks
- Helping with an after school club or social activities
- Fund raising events

Becoming a Volunteer

Anyone wishing to work in school as a volunteer, who will be in school on a regular basis, should complete a registration form. They should also provide necessary original documents to facilitate an enhanced DBS clearance check and for two references to be sought. Where the volunteering is a placement linked to a course of study the cost of the DBS will be met by the volunteer (or the college) unless a portable certificate is available.

Once two satisfactory references and a clear enhanced DBS check has been received by the school an appropriate placement will be agreed. This will be in a class which has no family connection. A regular day and time will be agreed and an entry will be made on the school's Safeguarding Central Record and confidential details on the volunteer will be retained by school for 7 years after the volunteer resigns.

The exceptions to this are:

- Work experience students or university placements who apply via their educational establishment.
- One off volunteers i.e. assisting with a school visit or fund raising event but the volunteer will remain under the continuous supervision of a member of staff. These volunteers should not have sole responsibility for a group of children or provide any form of intimate care.

Volunteers' Expectations from School

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access any school policies or procedures that are relevant to their role

School's Expectations from Volunteers

School expects volunteers to:

- adhere to the name protocol for staff i.e. Mrs Smith, Mr Brown
- adhere to the school dress code
- adhere to school policies and Keeping Children Safe in Education
- be role models for the children they work with i.e. language used, walking in school, no smoking
- Refer any behavioural or safeguarding concerns to a member of staff
- Commit to a window of time to allow teachers to plan activities
- Advise school when they cannot attend
- Annually disclose any information of a criminal nature

Confidentiality

Volunteers in our school are bound by a code of confidentiality. Any concerns about children they come into contact with should be reported to the head teacher. Visitors and volunteers concerned regarding the behaviour of another adult in the school should raise the matter directly with the head teacher.

Supervision

All visitors and volunteers in our school are under the supervision of the head teacher or class teacher who retain the responsibility of the children at all times. Visitors and volunteers should have clear guidance from the class teacher as to how an activity involving children be carried out and what the outcomes are and to speak to the class teacher if they have query about a child's understanding or behaviour.

Health and Safety

The school's health and safety policy is available on request. Visitors and volunteers are made aware of the emergency procedures and about any safety issues. They are asked to exercise due care and attention and report any hazards or concerns to the Head Teacher.

Safeguarding

The welfare of children is paramount. To ensure the safety of children:

- Access a copy of the safeguarding policy
- Sign into school and wear an identification badge whilst on the premises at all times
- Have an up to date DBS check
- DO NOT use your mobile phone in areas where there are children present.

Complaints Procedure

All complaints should be referred to the headteacher who reserves the right to:

- Speak to the individual about a breach of agreement and an assurance that this will not be repeated
- Offer an alternative placement in a different class
- Inform the visitor or volunteer that the school can no longer support their attendance

Monitoring and Review

This policy has been approved by the governing body and will be reviewed annually.

Signed.....Chair of Governors

Signed..... Head Teacher

Dated.....