

St Peter's Church of England Junior School

VOLUNTEERS AND VISITORS POLICY - *Draft*

Name of Policy	Volunteers and Visitors Policy
Governors Review	September 2024
LGB Approval	Spring 2025
Governors Next Review	September 2026

At St Peter's CE Junior School, we recognise and value the effort taken by parents and other volunteers who contribute towards school activities. We encourage your assistance and acknowledge that many school activities would be at risk if it weren't for your help.

We aim to make sure that your time spent in school is productive and enjoyable. The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must take account of the needs of pupils and the staff to whom they are assigned.

We have a duty to ensure that the welfare of pupils is promoted and they are safeguarded from harm.

This policy sets out the practices and procedures which will be followed by appointing, managing and supervising volunteers. It also contains a code of conduct which all volunteers are required to comply with, in order for us to provide a safe environment and positive educational climate for pupils.

Definition

Our volunteers or visitors we are referring to and including:

- Parents
- Ex-members of staff
- Members of the governing body
- Members of the local community

- Contractors

- Professionals

Statutory guidance on the recruitment of a volunteer

- The school will regard the DfE statutory guidance, 'Safeguarding children and safer recruitment', which states that if a school seeking volunteers has little or no recent knowledge of the individual, it should adopt the same recruitment measures as it would for paid staff.
- In circumstances where a school approaches a parent volunteer who is well known to the school, a streamlined procedure can be adopted: background checks, references, conducting an informal interview to gauge the person's ability and aptitude, and undertaking a List 99 and a Disclosure and Barring Service (DBS) check.
- If the volunteer's role is a one-off, such as accompanying teachers and pupils on a day trip, for a school fete or concert, measures are not required, as long as the person is not left alone in charge of children.
- If the volunteer is recruited by another organisation to work in a school, for instance, sports coaches from a local club, the school always receive assurance from the organisation that the person has been properly vetted.

Implementation

Activities that volunteers are engaged in might include:

- School visits / trips
- Collective Worship
- Curriculum Events
- Working with children
- Reading with and listening to children read
- Fundraising for school
- Supporting staff to run after school clubs
- Governors monitoring
- Work to the school site
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Visitors to site

The school will regard the DfE statutory guidance, 'Safeguarding children and safer recruitment', which states that if a school seeking volunteers has little or no recent knowledge of the individual, it should adopt the same recruitment measures as it would for paid staff.

- Subject to DBS and onboarding checks- In circumstances where a school approaches a parent volunteer who is well known to the school, a streamlined procedure can be adopted: background checks, references, conducting an informal interview to gauge the person's ability and aptitude, and undertaking a List 99 and a Disclosure and Barring Service (DBS) check.
- If the volunteer's role is a one-off, such as accompanying teachers and pupils on a day trip, for a school fete or concert, measures are not required, as long as the person is not left alone in charge of children.
- If the volunteer is recruited by another organisation to work in a school, for instance, sports coaches from a local club, the school always receive assurance from the organisation that the person has been properly vetted.
- All visitors are subject to the relevant signing in procedures. Lanyards will be issued as appropriate
- Visitors will receive a briefing that includes safeguarding messages
- Parents visiting events will be subject to signing in and out procedures and not left unaccompanied
- St Peter's operates a colour coded lanyard system for quick identification.

eg. Yellow for visitors who have been DBS checked and red for visitors who have not and need to be accompanied by staff.

Regulations

Procedures

Volunteers need to have read and be aware of all procedures listed on the school website www.stpeters.demat.org.uk

Health & Safety

Volunteers are required to comply with the school's Health and Safety Policy. They should be made aware of emergency procedures (e.g. evacuation) and safety aspects of being involved in a particular task (e.g. while in a cookery class).

Any potential hazard which you may feel might put people at risk of injury or harm must be reported straight away to the class teacher / Headteacher or a member of the school office.

Absence

Volunteers are required to inform the school, before 8.30 a.m., if you are unable to attend when you are expected. If you are called away in the event of an emergency while volunteering, please let the class teacher / school office know before you leave the premises.

Confidentiality

Volunteers are reminded that all information on individual pupils and members of staff is confidential and that the sharing of data is protected under the Data Protection Act 2018 which sits alongside the **GDPR**, and tailors how the **GDPR** applies in the UK. They are not permitted to discuss children's or staff member's issues with other professionals in the school. Volunteers who break this confidentiality rule will be asked to leave.

There may be instances where volunteers **MUST** pass information to the Headteacher or class teacher. These include incidents where a child is upset or when a child discloses he or she is being harmed in any way. Volunteers are advised not to report this to the child's parents / carers but to inform the class teacher/ Headteacher or Assistant Headteacher as soon as possible.

Internet use and social networking

Volunteers are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails.

Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding your duties at this school, pupils or staff any activities which may bring the school into disrepute and / or may cause us to question your suitability to work with children.

Equal Opportunities

At St Peter's CE Junior School, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers are required to make a commitment to this policy and treat everyone with respect at all times.

Code of conduct for volunteers

Volunteers are expected to maintain high standards of behaviour and conduct while involved in activities at school. The following is a guide to appropriate conduct while working in or on behalf of a school (including school trips, residential visits and out of school activities).

You should:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of the staff and pupils, and make them feel valued.
- Be approachable, pleasant and be a positive role model for pupils.
- Adhere to all school policies. For example: Child Protection, Health and Safety, Anti-Bullying, Behaviour Policy etc.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all children and members of staff equally.
- Report any incident of bad /inappropriate behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the class teacher / designated person and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising staff any potential hazard in the workplace.
- Avoid waste or extravagance and make proper use of the resources of the school.
- Conduct your work in a co-operative manner.
- **Turn your mobile phone off while you are in school premises.**

You should never:

- Tell a child off. As a volunteer, you are not expected to discipline children. If there are any problems, tell the class teacher straight away and he or she will deal with the situation.
- Shout, hit, threaten or manhandle a child.
- Take photographs in school without the prior permission of the Headteacher.
- Work with children when you are not in the proper physical or emotional state to do so. For example: under medication which makes you drowsy, or under extreme stress which may impair your judgement.
- Behave in an illegal, improper or unsafe manner. For example: smoking or drinking alcohol.
- Share your personal contact details with pupils or make personal arrangements to meet children outside school.
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.

- Give or receive (other than 'token') gifts, unless arranged through your line manager / Headteacher, for example, outgrown sports kit, football boots or uniform.

Monitoring, Evaluation and Review

Your main contacts in the school are:

- Head of School – Mrs Gemma Brown
- SLT: Karina Hazeldine and Mr Redmile (Assistant Headteachers)
- SENDCo: Natalie Bailey
- Site Manager and H&S Manager: David Sheldon and Diana Barnes

Welfare and Safety of Volunteers and Pupils

St Peter's CE Junior School wants to make sure activities are planned properly and safely, and that you are informed of these plans. We strive to ensure that you have access to a member of school staff, should you wish to discuss difficulties or report on issues that may arise.

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, please make sure the following process is adhered to:

- Make sure you sign in and out of the building at the office / reception.
- Wear the visitor's badge at all times.
- Please let the school office be aware of where you are working.

Records

Records of visitors will be kept within the office and logged within the single central record (SCR), where appropriate