



Trinity St Stephen CE Aided First School



Visitor Policy

A handwritten signature in black ink, appearing to read 'Ch. Morgan'.

Signed:

Headteacher

Dated: Feb 2019

Date of Next Review: Feb 2022

The purpose of this policy is to support the continual school improvement and the raising of standards in attainment and achievement for all our pupils. In line with the school mission statement we strive to ensure that all are able to 'Thrive and achieve in a caring Christian community'.

Introduction

Visitors bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage visitors from the local community and beyond.

Our visitors include:

- ☉ Members of the Governing Body
- ☉ Parents of pupils
- ☉ Ex-pupils
- ☉ Students on work experience
- ☉ University students referred to us by Student Volunteer Services
- ☉ Ex-members of staff
- ☉ Local residents
- ☉ Friends of the school
- ☉ Outside agencies running clubs

The types of activities that visitors are engaged in include (note this is not an exclusive list):

- ☉ Hearing children read
- ☉ Working with small groups of children
- ☉ Working alongside individual children
- ☉ Undertaking art & craft activities with children
- ☉ Running after-school clubs e.g. football
- ☉ Working with children on the computers
- ☉ Accompanying school visits
- ☉ Assembly and class talks

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing children read, usually approaches the class teachers directly.

Volunteers should complete the *Volunteer Information Sheet* (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Confidentiality

Visitors in school are bound by a code of confidentiality. Any concerns that visitors have about the children they work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child or persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Visitors who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or member of the Senior Leadership Team (SLT) immediately. All adults in school are responsible for stepping in and stopping any inappropriate comments or behaviour from a visitor immediately.

Supervision

External tutors/supply teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Any difficulties with children should be referred immediately to the Head Teacher or Senior Teacher on site. The Head teacher or members of the SLT will monitor the quality of external provision by dropping in to sessions. External tutors who run after school clubs will be asked to supply the name of a referee. A reference will be taken up by the school and kept on file.

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

Health & Safety

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Head teacher. A copy of the following policies: Behaviour Policy, Health and Safety Policy and Child Protection policy is issued to all visitors who are frequently visit the school (making weekly visits).

Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All visitors are given a copy of the Visitor Policy and asked to complete a Volunteer Information sheet.
- To ensure the safety of our pupils at all times, all of our visitors who work unaccompanied with children must have been cleared by the Disclosure and Barring Service. A certificate is issued to the individual to produce in school. ***DBS forms are available from the school office.***
- Where a visitor is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. These visitors are under constant supervision of school staff.
- Attention is drawn to the summary of the Child Protection Policy on arrival at the school.

Complaints Procedure

Any complaints made about a visitor will be referred to the Headteacher / or SLT for investigation. If staff have concerns about the suitability of a professional or a volunteer to work with children they should contact the Headteacher. He/She may follow this up with the Local Authority Designated Officer for advice on 01628 683202.

The Headteacher reserves the right to take the following action:

- To speak with a visitor about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a visitor, e.g. helping with another activity or in another Class;
- Inform the visitor that the school no longer wishes to use them.

The school's complaint procedure is available from the school office or on the school website.

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from either the DfE or LEA.

APPENDIX 1

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

Name of Volunteer:
Date of Birth:
Other names known by (including maiden names):
Address:
Phone:
What skills / areas would you like to help with in school?
Are there any particular age groups / classes you would like to work with?
Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? <i>(please give details).</i>

- I have read and understood the Volunteer Policy issued with this form.
- I agree to undertake a DBS check in order to volunteer on a regular basis
- I have read and understood the Child Protection Policy

Signed _____ Dated _____

Please Print Name _____

Thank you for taking time to complete this Volunteer Sign Up Sheet.
Please hand it to the class teacher.
Your offer of help is appreciated and we will be in touch shortly.