

Visitor Policy



Signed:

Headteacher

Dated: March 2025








Date of Next Review: March 2028

'Thriving and achieve in a caring Christian community'.







Introduction

School 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:

-  Parents and carers 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

The types of activities that visitors may be 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
-  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 school office directly. Volunteers should complete the *RBWM application Form* (Appendix 1) with their contact details, references, type of activities they would like to help with, and the times they are available to help. All volunteers will be DBS checked or working within sight of a DBS checked member of staff.

Confidentiality

Visitors understand that they are in a position of privilege. Visitors will hear and see life in school and understand that they do not comment on this outside school in a negative way. 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. 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 by Visitors

All volunteers work under the supervision of the class teacher of the class to which they are assigned or the head teacher. 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 summary of the Child Protection policy is issued to all visitors who are frequently visit the school.

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
- 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.
- 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 head teacher / 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 head teacher. He/She may follow this up with the Local Authority Designated Officer for advice on 01628 683202.

The head teacher 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 reviewed, March 2025.

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If there are any specific health and safety needs or requirements these should be identified here:

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Additional Information

If you are invited to become a volunteer within the Royal Borough and the position offered involves regular or substantial contact with children or vulnerable adults, you will be required to complete an online DBS application form. We are unable to allow you to begin your volunteering until a satisfactory DBS disclosure has been received. Please see enclosed 'Disclosure of Criminal Background Form' for more information if this applies to you.

I certify that the information given on this form is correct.

Signed

Date