



Visitors & Volunteers Policy

VISITORS AND VOLUNTEERS POLICY

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 and encourage them.

Visitors to the school come on occasions eg to visit the children in a class. Volunteers are considered to have made a regular commitment to come into school to help out.

Visiting and Becoming a Volunteer

We have many requests from a variety of people who wish to visit or volunteer. These may be parents of children at Osidge, members of the local community or individuals interested in pursuing a career with children. It is important that we keep track of who is working in our school, where they are placed and for how long they will be with us. For this reason all requests from visitors and volunteers should be directed to the Assistant Head or the Deputy Head, who have responsibility for the organisation and/or placement of such individuals.

Aims and Values

All adults who work in our school, whether an employee or a volunteer, are expected to work and behave in such a way as to actively support our school aims and values listed below.

- We aim to safeguard and promote the welfare of all children in our care by providing an environment in which they are safe and secure and can be supported in their physical and emotional needs. **All adults working in the school, whether an employee of the school or a volunteer, has a responsibility to ensure the safeguarding of all children and must be familiar with the school's safeguarding procedures.**
- We aim to provide a happy and healthy school environment where children and adults respect each other and take responsibility for their own actions.
- We support a policy of inclusion, where there are equal opportunities for all.
- We will provide a curriculum that is broad and balanced, that will help children prepare for the opportunities and responsibilities that are needed for now and later in life.
- We expect everyone to achieve high standards of work and behaviour both inside and outside school.
- We will encourage the children to develop spiritually, morally, culturally, mentally and physically.
- We strongly believe that communication is crucial between all staff, parents and children and we will foster an ethos of openness whilst maintaining appropriate confidentiality.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that visitors and volunteers may have about the children they come into contact with should only be discussed with the appropriate member of staff. This may be the class teacher, or one of the designated Child Protection Officers. Visitors and volunteers concerned about what another

adult in the schools says or does, should raise the matter directly with the Head Teacher or Deputy Head Teacher.

Supervision

All visitors and volunteers are under the supervision of a class teacher. Teachers retain responsibility for the children at all times. Visitors and volunteers should have clear guidance from the teacher as to how an activity involving children may be carried out and what the expected outcomes of any activity are. Visitors and volunteers are encouraged to speak to the teacher if they have a query about any aspect of a child's understanding or behaviour.

Health & Safety

The school has a Health and Safety Policy available on request from our school office. Class teachers ensure that visitors and volunteers are made aware of any emergency procedures (eg. what to do in the case of a fire alarm) and about any safety issues associated with a particular task (eg. during a practical task). Visitors and volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the class teacher.

Safeguarding Children

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

1. All visitors and volunteers are given a copy of this policy.
2. All volunteers must attend an Induction with the Assistant Head Teacher, or another member of the Leadership Team before they can volunteer within the class.
3. All volunteers must be DBS checked and will be supervised with the children.
4. Visitors and volunteers must wear an identification badge whilst on the premises.
5. All volunteers must sign a Visitors and Volunteers Agreement (appendix 1).
6. The school reserves the right to ask for a character reference if necessary.
7. We encourage *all* visitors and volunteers who work with children to have a Disclosure and Barring Service (DBS) check.
8. Anyone visiting or volunteering on a regular basis and who has substantial access to children **must** have a full, up to date DBS check.

Complaints Procedure

Any complaints about a visitor or volunteer will be referred to the Head Teacher or Deputy Head Teacher. Any complaints made by a visitor or volunteer will also be referred to the Head Teacher or Deputy Head Teacher.

The Head Teacher reserves the right to take the following actions:

1. To speak with the individual about a breach of our agreement and seek reassurance this will not happen again.
2. Offer an alternative placement in another class.
3. Inform the visitor or volunteer that the school no longer supports their attendance at school.

Monitoring and Review

This policy has been approved by the Governing Body and will be reviewed annually or in the light of new guidance from the DfE or Local Authority.

The impact of this policy will be reviewed by the Governors' Curriculum & Pupil Welfare Committee.

**Osidge Primary and Nursery School
Visitors and Volunteer Agreement**



Thank you for visiting or offering your services as a volunteer at Osidge Primary School. Your help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Agreement and hand it in to the school office. You will receive a copy of it for your records.

- I understand that safeguarding children is the responsibility of all adults who work, visit or volunteer in the school.
- I have received and read the Visitors and Volunteers Policy.
- I have undertaken an induction procedure with the Assistant Head Teacher. (or another member of the Leadership Team)
- I know who the designated Child Protection Officers are, and what to do if a child discloses something of concern to me.
- I understand the school Safeguarding Policy.
- I agree to support the school's Aims and Values.
- I agree to treat all information I learn from being in the school as **confidential** and will not share information about any child with another parent or carer.

Signed:

Name:

Date:

