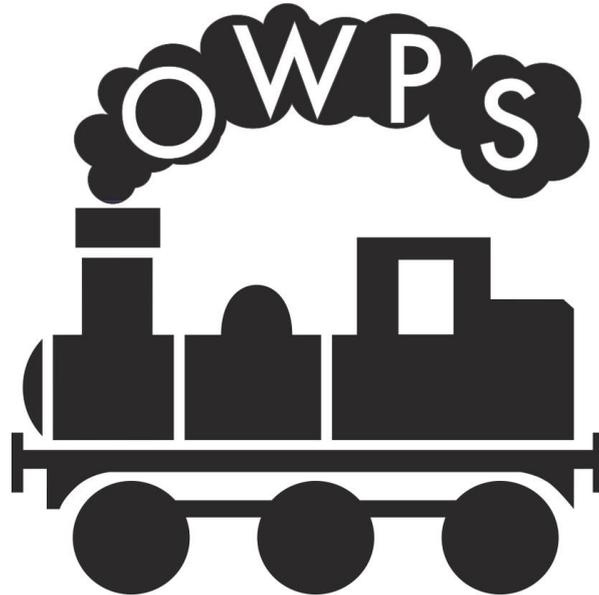


Orton Wistow Primary School



Volunteers and Visitors in School Policy

Status	Other
GB Monitor	Performance and Management
Staff Lead	DHT
Senior Lead	Colin Marks
Version	Final
Publication Date	Aut 18
Next Review	Aut 20

Date Agreed:	
Headteacher:	
Chair of Governors:	

Key – Highlighted areas indicate changes made to this new version of the policy

Values

- The use of volunteers in helping in the daily life of the school is an important way of helping learning to take place. They offer commitment, energy and enthusiasm and can enrich the curriculum through day to day activities. An extra person in the classroom can be of great help to the class teacher and an added source of knowledge for the children.
- Volunteers are highly valued by our school. We welcome volunteers as they help to develop the school as part of the community, and enhances links with it.

Our volunteers 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

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Helping with class administrative tasks
- Accompanying school visits
- Assisting the office staff with some administrative duties

Aims

- To highlight the importance and value of volunteers at our school
- To encourage voluntary help in a way that will benefit children's learning,
- To ensure that voluntary help is well distributed throughout the school to maximise benefit to all children.
- To support volunteers through training, encouragement and sharing appropriate information to enable them to feel valued members of the team.
- To ensure that volunteers are not used as substitutes for teachers or support staff.
- To recognising that the use of volunteers can make some teachers and parents uncomfortable, particularly if parent volunteers are working in the same class as the one their child is in. Children can also be unsettled by their own parent working in their classroom and we need to take necessary steps to prevent this.

Safeguarding

Orton Wistow Primary School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

Definition

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

'frequent' – once a week or more often on an ongoing basis; and

'intensive' – three or more occasions in a 30 day period, or overnight (between 2am – 6am).

Outcomes

- Volunteers can expect recognition and thanks from our school for their valuable time and assistance.
- Voluntary help will be encouraged by:
 - Asking for volunteers in school newsletters.
 - Letter written to all families at the beginning of each academic year by the deputy.
 - Speaking to new parents at the Induction meeting during the summer term.
 - Using a personal approach to parents.
- No member of staff will be obliged to work directly with a volunteer if this is against his/her wish, as expressed to the Head Teacher.
- Unsupervised access to children by volunteers should be avoided.
- Volunteers will be allocated to a specific class or year group and supervised by the members of staff concerned.
- Volunteers may be asked to help with a wide variety of tasks, for example: sewing, hearing readers, art activities, mounting work, preparing learning materials, helping small groups, filing children's work.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Volunteers will be asked to sign a confidentiality agreement and strict adherence will be enforced.

Supervision

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or

their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Training is the responsibility of the class teacher and may be carried out, if appropriate, by other adults already working in the classroom. Teachers should make sure that volunteers know how to hear children read, when to intervene, what strategies the school uses and how to fill in reading records.

Character references may be sought and appropriate checks made through the LA.

Index of volunteers

We keep a list of volunteers, with full contact details.

Grievances

Should any conflict arise, then we would try to sort it out internally. Should this fail, then the matter may be referred to the Governing Body to resolve.

Health and Safety

The school has a Health & Safety Policy, which can be found on the Health & Safety board in the staffroom. The School Business Manager or Office Manager will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher. Volunteers are covered by the school's Public Liability Insurance.

Child Protection

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

All volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 1)

All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DSB Disclosure will be issued to the individual to present to the office for Mrs Orchard the designated member of staff in school.

Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our *Off-Site Visit Agreement* (Appendix 2).

Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or Head Teacher.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff reserves the right to take the following action-

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

Monitoring and Review

This policy has been approved by the Governing Body and will be regularly reviewed and updated.

External Visitors to Orton Wistow Primary School

Staff are required to be familiar with DfE guidance 'Keeping Children Safe in Education'.

This policy applies to all visitors invited to the school by a member of staff, with the exception of sports coaches/specialists who are subject to the guidelines detailed in the physical education and activity policies.

Protocol and Procedures

Visitors Invited to the School

- a. Before a visitor is invited to the school, both the Headteacher and Deputy Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.
- b. When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:
 - All visitors must report to reception first - do not enter the school via any other entrance
 - At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification
 - All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times
 - All visitors will be given a copy of the school's safeguarding information leaflet
 - All visitors will be required to wear an identification badge
 - Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- c. On departing the school, visitors should leave via reception and:
 - Enter their departure time in the Visitors Record Book alongside their arrival entry
 - Return the identification badge to reception

6.2 Unknown/Uninvited Visitors to the School

- a. Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site

- b. They should then be escorted to reception to sign the visitors book and be issued with an identity badge. The above procedures in 6.1 then apply.
- c. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Deputy Headteacher (or Senior Leader if neither is available) should be informed promptly.
- d. The Headteacher / Deputy Headteacher (or Senior Leader if neither is available) will consider the situation and decide if it is necessary to inform the police.
- e. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

APPENDIX 1



ORTON WISTOW PRIMARY SCHOOL VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I have received and read the schools safeguarding leaflet
- I have completed and returned an emergency contact form
- I agree to support the School's Aims
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Deputy Head

Signed: _____

Name: _____

Date: _____

APPENDIX 2



Orton Wistow Primary School Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties

- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip
- Volunteer helpers are not allowed to accompany children to the toilet, this must be supervised by a member of staff

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

- I have read the Volunteer Policy
- I have completed an emergency contact form
- I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed: _____

Date: _____

Name: _____

Designation: _____