



Volunteers and Visitors in School

Whitstone Community Primary School – Visitor and Volunteer Policy

Introduction

Visitors and volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage visitors and volunteers from the local community. A volunteer is an unpaid adult or young adult who provides support to our school. A visitor could be someone with a professional role or someone visiting the school to support our school.

Our visitors include:

Members of the governing body,
any other outside agencies. E.g. the school nurse, educational psychologist, community police officer etc.

People visiting to enhance the curriculum in a specific way e.g. authors, artist, charities, etc.

The types of activities that visitors are engaged in might include:

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting teachers to run after school clubs
- Assemblies
- Health screening
- Class visits
- Staff meeting
- Inset days

Our volunteers include:

- Members of the governing body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Ex members of staff
- Local residents

The types of activities that volunteers are engaged in might include:

- Hearing children read,
- working with small groups of children
- working with individual children

- undertaking arts and craft activities with children
- Supporting teachers to run after school clubs
- working with children on the computer
- accompanying school visits.

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach their child's class teacher or the head-teacher.

Before starting in school and to ensure the safety of our pupils at all times, volunteers should complete a DBS (formerly CRB - Criminal Records Bureau) check. Forms can be obtained from the school office. We are unable to have any volunteer in school unless they have been cleared by the Criminal Records Bureau and show their certificate in school. The number of this certificate will be recorded.

The school office has a register of visitors in school. Once your visits have been agreed and you have a cleared DBS form, please sign in and out of school at reception on EVERY visit and wear your visitor's badge.

1. **ALL** visitors must sign the Visitor's book in reception and have their **identification checked** (unless regular visitors i.e. volunteers/music therapist). Without identification they should **NOT** be allowed in. If visiting classrooms/children - checks must have been completed/letters obtained - **in advance**
2. No parents allowed unattended in school. From Year 1 onwards parents will drop children off at gate. Parents with children in reception will be able to drop off their children in the Class 1 cloakroom, where a member of staff will be present. If a child is late he/ she must be dropped off in the reception area.
3. Volunteers **MUST** sign in **before** they start - Class 1 have their own signing in book - the rest must report to reception and fill in the regular visitors' book.
4. Volunteers **MUST** have a badge assigned that they wear with a GREEN lanyard (all volunteers will have a DBS check before they begin volunteering at the school).
5. A careful check will be kept on any volunteers who haven't been in school for a period (list of current volunteers to be regularly checked).
6. Notice **in advance** of any school visitors who will have contact with the children must be given to the office in order for a letter of assurance/other necessary documentation to be obtained- this includes students.
7. Any event (open afternoons/Xmas fairs etc.) involving parents in school time should separate the children *not* with a parent from those *with* a parent- all parents attending should wear a RED visitor lanyard (unless they are a member of staff or volunteer). Children without a parent can attend the event under the supervision of a member of staff.
8. If a parent wants to deliver something to their child during the school day it must have name on and be dropped off at reception - likewise, children collected before the day end should be collected from reception.

9. Builders/Gas men etc. must be accompanied if wandering around the school unless we have a letter of assurance – see list in office.
10. Playgroup – **MUST** have a visitors' badge assigned that they wear with a RED lanyard.

Our school vision

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision.

The staff and governors of Whitstone Community Primary School aim to provide a broad, balanced and creative curriculum for all children. We have high expectations of our children and engage them to be confident learners who derive satisfaction from a sense of achievement.

Confidentiality

Volunteers in our school are bound by our confidentiality. All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential and therefore, this must be respected.

Whilst in school you will hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, misbehaviour, and punishment or home circumstances. All information relating to individual children and staff is totally confidential and you must respect this.

Issues affecting children:

Any concerns that volunteers have about the children they work with/come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context can cause distress to the parents of the child if not heard directly from the school. A situation may arise in school, where duty to the child is greater than that to the parent.

Issues affecting adults in school:

All adults in our school can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract;
- it endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence the staff member's interest or the wider public interest justifies disclosure.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy Headteacher.

Child protection and Safeguarding:

If a child discloses something, this information should be shared promptly with the child's teacher or head-teacher. The head-teacher is the DSL (Designated Safeguarding Lead for our school. We cannot offer unconditional confidentiality when a child discloses something; however, reassurance can be given that the best interests of the child will be maintained.

Phones/ tablets:

As part of Whistone C.P. School's Online Safety and Images policies, volunteers and staff are not permitted to use personal mobile phones or tablets in areas where children are present.

In addition, volunteers and adults in the school are not permitted to take images or videos of children on personal mobile phones or tablets. Adults who use the school ICT must read and sign the school's Computing and Online safety policies.

With the headteacher's consent, parents visiting the school may be allowed to take images of school plays and sport events. However, parents must first ask permission before doing this and ensure that images are not uploaded onto social media. **Further information can be found in the school's E-Safety policy.**

Personal belongings

Volunteers are asked to put their mobile phones on silent and store them in the classroom cupboards. Volunteers may also use classroom cupboards to store bags/ coats. Please ensure that any medication is also put away in the classroom cupboard, out of reach of children.

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Teachers retain responsibility for children at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

Behavioural issues

Although there should be a friendly rapport between you and the child, it should be remembered that you are the leader of a situation. It may sometimes be necessary to stop a child and look carefully at them while you recap the class rules. You may always return a child to class. Please discuss rewards and sanctions with the teacher to ensure you adopt the class practices.

Break and Lunch

Morning break is at 10.45am until 11.00am and lunch from 12noon until 1pm. During this time if any volunteers go into the playground please ensure sensible games and activities are played. Please do not pick young children up as part of a game or give hugs etc. If a child needs first aid please

inform our trained first aiders, class teachers, TAs and MTAs and they will deal with the incident.

Health and Safety

The school has a health and safety policy which is available on request. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, deputy head-teacher or head-teacher.

Fire safety and regulations (refer to fire safety policy for further information)

With your class teacher, you should discuss where the fire exit and assembly point for the class you are working with is. The fire bell is a constant/ongoing ringing bell. In most circumstances, the class teacher will take the necessary action. If the class teacher is

not where you are working, immediately after the bell is heard you must calmly and quietly assemble the group at the nearest exit. Stress to the children that they must be quiet and walk sensibly. The assembly point is in the KS2 playground.

Complaints procedure

Any complaints made about a volunteer will be referred to the head-teacher for investigation. Any complaints made by a volunteer will be referred to the head-teacher for investigation.

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

All necessary public liability insurance is in place.

Further information for volunteers can be found in our class booklets for volunteers.

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 DfES or the LA.

All parents will be asked to read and sign this agreement annually.

Date: 4/5/17

Whitstone Community Primary School
Visitor and Volunteer Policy agreement.



Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour policy with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes!
- Treat anything you tell us with confidentiality
- We agree not to ask you to:
 - Deal with difficult or challenging behaviour
 - Carry out a task that you feel unprepared to complete

Signed: _____ Date: _____
Class Teacher/Headteacher

Volunteer Helper: _____ (Printed Name)

As a volunteer helper I agree to:

- Use the school behaviour policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS safeguarding checks
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper at Whitstone C.P School

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team

Signed: _____ Date: _____

