



South Molton United
Church of England
Primary School

Visitors and Volunteers in School
Policy

Reviewed by Resources Spring 2021
Next Review Spring 2022

South Molton United Church of England Primary School Visitors in School Policy

The intended audience for this policy:

- Current and new members of staff
- School governors
- Parents and external agencies/visitors
- All visitors and helpers in school

Rationale

During a school day a variety of people will visit the school; tradesmen, education support, parent helpers etc. We need to be aware of who is on the premises, be able to identify unauthorised persons and know when visitors have left the premises.

A visitor is anyone other than a person employed at the school, a pupil or a *parent (see note) delivering or collecting a child at the start or end of a school day.

Aims & Purposes

To maintain safety of pupils and staff whilst on school premises.

Procedures

- * All visitors must report to the school office.
- * Visitors must sign the visitors' book, in and out, at the school office and must wear a yellow school visitor's badge.
- * Checking the visitor's book should be part of the emergency procedure - after children are accounted for.
- * Members of staff should ask visitors without a badge to check in at the school office.
- * Visitors and other users of the premises are required to observe Health & Safety Welfare rules of the school.

Contractors on Site

All contractors must arrange a date prior to the start of work as no overhead or high-level work is permitted during the school hours. All contractors must first discuss with the Head teacher the work to be done and safety will be considered.

Safety standards must be maintained by the contractor who must continue to liaise with the Head teacher and other staff, as appropriate, to maintain maximum safety standards.

To ensure security, except in very exceptional circumstances, contractors shall not be given keys to lock up the school.

We welcome visitors to our school

Parents, governors, health and other professional visitors, members of the local community and community organisations, teaching colleagues, pre school organisations, prospective parents, students from schools and colleges, visiting speakers and presenters.

- So that they can see the school in action and learn about the school, how it functions and the work we do.
- So that they can offer their time and skills to add to the life and work of the school.

All staff are asked to show a warm welcome to visitors and help them in any way possible but to ensure that the presence of visitors does not unduly disrupt the course of our daily work.

Volunteer Classroom Helpers and Governors

Please refer to the Volunteers in School Policy and Guidance.

Teaching Students/ Work experience students

There is a “staff handbook” for students, which gives information about the school.

Teaching students should have been DBS checked by their college prior to starting the course. Double check this has been done. Work experience students over the age of 16 will need to be checked. Risk assessments will be carried out prior to the students starting and an induction process to take place on their first day.

Church Representatives

We are a Church school and ministers of local churches come to our school on a regular basis to support the work we do. When attending the school, ministers of the Church will lead an act of worship and talk to the children. It is important that they are aware of the need to remain non-denominational in worship and that Evangelism is not appropriate in school.

Links with other organisations

We value our links with pre-schools and other school and welcome them into school. We plan transition days so that new children and parents visit the school and know how our school runs. We welcome other schools and pre-schools to visit only we do not have the staff to supervise all the children so it is important that an adequate number of supervisors come and stay with the children unless other arrangements have been made.

Parents

We have many requests to look around the school from parents choosing a school for their children. They are welcomed, shown around the school and given the opportunity to ask questions about the life/workings of the school.

Strangers

All persons not wearing badges must be challenged for the sake of security and safety of our pupils.

Please challenge politely: - "Can I help you? " "Are you looking for someone?"

- * A parent for the purpose of this policy is the person who has legal custody of the child and with whom the child normally resides.
- * Parents must be encouraged to keep us informed of changing circumstances. Letters to clarify are helpful. Proof of custody/access arrangements may be needed in some cases.

Volunteers in School Policy

Intended Audience

- School Governors
- Members of the community
- Students
- Parents
- External agencies

Rationale

South Molton United C of E Primary School believes that volunteers are a welcome resource for helping to raise children's achievement, complementing the work of teachers and support staff.

Deployment of any volunteer must be managed with care in particular taking account of the needs of the pupils and the staff to whom they are assigned.

The DCC model guidance attached has been adopted by the school and will be followed for volunteers in school.

Volunteers should not be asked to:

1. Replace paid staff, or be given responsibility within the school that would normally be associated with paid employees.
2. Carry out duties, which fall normally within a Teacher's responsibility under loco parentis.
3. Have unsupervised access to children.

The class teacher remains responsible for the organisation of the class and methods of work.

Introduction

Each volunteer will be designated to a specific member of staff to whom he or she will be directly responsible. It would be expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement, understanding and confidentiality.

All volunteers should be made to feel welcome. A staff handbook has been prepared by the school and includes basic information such as details of the facilities available to them, e.g. staff room, toilets etc. An induction process will be carried out.

School Regulations

Volunteers are made aware of the rules governing behaviour at the school. This should include procedures designed to avoid hazards or risks associated with the tasks they are asked to carry out and details of first aid and emergency arrangements such as procedures to follow in case of fire.

Volunteers are made aware of the following:

- Expectations with regard to confidentiality.
- Expected level of personal behaviour and an awareness of Professional Codes of Conduct.
- School's Equal Opportunities policy – especially focussing on issues relating to discrimination and the use of appropriate language.
- Any problems should be discussed with a member of staff.

Child Protection/Safeguarding

All volunteers who regularly help will be asked to complete an online Disclosure & Barring Service form (formerly CRB) for a Police Check to be carried out.

Volunteers will be asked to complete an application form, provide two references and proof of their identity to the Head Teacher, by providing two of the following documents:

- Birth Certificate, plus if the name has changed
Marriage Certificate, Copy of Deed Poll or Licence
- Passport
- Driver's Licence
- Utility bill (not older than three months)

These regulations do not apply to volunteers such as those who help organise and run fetes or who assist the school activities on an irregular basis. If the Head Teacher is unclear, further advice is available for the School's HR One Team 01392 384567.

Insurance

Volunteers should be informed about the extent of the insurance cover available. The schools insurance certificate is on display in the reception area. Whilst volunteering for the school they are covered by the LA for third party liability only, and the limitations of this insurance should be explained carefully to them. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

Volunteers using their own car to transport children other than their own children to school events such as sports or music etc must provide a valid driving licence and documentary evidence that their car has a valid insurance and mot if necessary.

Allowances

It would be appropriate to consider paying out-of-pocket expenses connected with the tasks they undertake for the school in exceptional circumstances.

State Benefits

State benefits claimed by volunteers can be affected by voluntary work and schools are advised to refer volunteers to the leaflet "A Guide to Volunteering whilst on Benefits".