

# Braybrook Primary School



## Volunteers & Visitors in School Policy

<b>Status</b>	Other
<b>GB Monitor</b>	Resources Committee
<b>Staff Lead</b>	Annette Goodyear - DP
<b>Senior Lead</b>	Headteacher
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## **Introduction**

At Braybrook Primary School, we believe that the education of our children is most effective and beneficial when shared between school staff, parents and members of the wider community. The active involvement of parents in a volunteer role has the potential to provide considerable benefit to the intellectual and social development of children. In addition, the participation of volunteers enhances good communication and positive relationships between the school, parents and the wider community. The Governors of Braybrook Primary School encourage and welcome the involvement of volunteers, to support the ongoing work of school.

We believe that the use of volunteers encourages parental involvement, complements the skills and expertise of our staff, assists our school in providing additional enriching learning experiences and extra-curricular opportunities, and strengthens relationships and lines of communication between the school, home and wider community.

## **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 enhance links with it.

Our volunteers may 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 support
- Accompanying school visits

## **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 the sharing of 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 recognise that the use of volunteers can make some teachers and parents feel 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**

Braybrook 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.
  - Speaking to new parents at the EYFS 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 will 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 CP Designated Leads 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 an 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 that 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 the Headteacher would try to resolve this 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. An appropriate member of staff 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 of paramount importance. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers will be asked to read and sign against 'Keeping Children Safe in Education' guidance for 2015.
- All volunteers are given a copy of the Volunteer Policy and asked to sign a 'Volunteer Agreement' (Appendix 2).
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual, to present to the office for 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 3).
- Any concerns a volunteer has, about child protection issues, should be referred to the designated lead or Head Teacher immediately.

### **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Headteacher, or an 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 draw on their support.
- 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 Braybrook Primary School**

Staff are required to be familiar with DfE guidance, 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings'.

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 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.

### **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 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 immediately.

- 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 they will be warned that if they fail to leave the school grounds, police assistance will be called for.



**APPENDIX 1**

**VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER**

Name of Volunteer:

First Name:.....

Surname:.....

Date of Birth:.....

Address:.....

.....

Phone: Home..... Mobile .....

What activities / areas of the school's work would you like to help with?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs that we need to take into account or adjustments that we need to make, to enable you to work as a volunteer in school? *(please give details)*

Thank you for taking the time to complete this Volunteer Application Form.  
Please hand it to the School Office, marked for the attention of the Headteacher.  
Your offer of help is greatly appreciated and we will be in touch as soon as possible.





## **APPENDIX 2**

### **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' and hand it in at the school office.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- 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 DBS Disclosure check will be undertaken
- If you already have a DBS Disclosure, please hand it in to the school office. The number will be recorded and checks made with the issuing body.
- I have been made aware of who is my designated supervisor (e.g. *Class Teacher, Year Teacher, member of SLT*)

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **APPENDIX 3**

### **Off-Site Visits - Volunteer Agreement**

School trips form an integral part of learning at our school and afford many pupils opportunities which are outside of 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 & safety of this school trip.

Please read and return this appendix, before signing and returning the helper's slip.

This forms 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 duration of the school trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go out 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, by asking questions that encourage pupils to think about the task and by helping 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 boxes will be carried by staff.

## **Emergencies**

In the event of an emergency, 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 'Volunteers & Visitors in School' Policy.***
- ***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: \_\_\_\_\_