



## **Volunteer and Visitor Policy**

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February 2022

Review date February 2025

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**Our values - Encouragement, Friendship, Respect, Responsibility, Truthfulness.**

**Our mission - To be kind, learn as much as you can and encourage one another.**

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### **1. Aim**

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, visitors and parents. The ultimate aim is to ensure that students at our school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

### **2. Policy statement**

Visitors are very welcome to St Barnabas' CofE School, however it is our schools' responsibility to ensure that the security and well-being of our pupils is uncompromised at all times.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Headteacher to ensure that this duty is implemented at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that ALL VISITORS (without exception) comply with the following policy and procedure.

### **3. Policy responsibility**

The Headteacher is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the Headteacher.

### **4. Where and to whom the policy applies**

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities, and on school organised (and supervised) off-site activities.

Staff should ensure that all planned visitors receive a copy of this policy.

The policy applies to:

- All teaching and non-teaching staff employed by the school

- All external visitors entering the school site during the school day or for after school activities (including supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists)
- All Governors of the school and regular volunteers
- All parents (including parent helpers)
- All pupils
- Other education related personnel (County Council staff, Inspectors, health care professionals)
- Buildings and Maintenance Contractors
- Delivery drivers

## **5. Protocol and procedures**

### **5.1 Planned visitors to the school**

All visitors to the school may be asked to provide formal identification at the time of their visit

- Where possible the school office/ reception staff should be informed of all pre-arranged visitors to the school
- All visitors must report to the school office/ reception first and should 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 signed into the Visitors' Record Book, by the school office/ reception staff, making note of their name, organisation, who they are visiting, car registration number and visitor badge number (where applicable)
- All visitors will be required to wear an identification badge, the badge must remain visible throughout their visit
- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Written guidance may be provided to visitors containing this information and there is a notice in the foyer
- All visitors will be made aware of emergency procedures (e.g. fire alarm evacuation)
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office/ reception to receive the visitor. The contact will then be responsible for them while they are on site
- On departing the school, visitors should leave via the school office and ensure their departure is recorded in the Visitors' Record Book alongside their arrival entry by office staff

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child and may not be allowed into school.

### **5.2 Unknown/ unplanned visitors to the school**

- 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 at the school
- They should then be escorted to the school office/ reception to sign the Visitors' Record Book and be issued with an identity badge. The procedures in 5.1 then apply.
- 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 the Teacher-in-Charge) should be informed promptly
- The Headteacher / Deputy Headteacher (or the Teacher-in-Charge) will consider the situation and decide if it is necessary to inform the police

- 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

## 6. Governors and regular volunteers/parent helpers

- All Governors and regular parent helpers must comply with the Disclosure and Barring Service, by completing a DBS disclosure (if not already held) if they are in regulated activity via the School Office
- All Governors and parent helpers should follow the procedures as stated in 5.1
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Headteacher
- New parent helpers will be asked to comply with this policy at their Induction meeting with the Headteacher before coming into the school for an activity or class supporting role
- Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place. All regular parent helpers must be DBS checked. Again all parents should follow the procedures as stated above 5.1

### Volunteer Process

St Barnabas' CofE Primary School will adhere to the following process to recruiting regular Volunteers:

- Identify the need and role.
- Interested candidates to complete an application form (appendix 1).
- Complete a DBS Enhanced Disclosure before the volunteer starts working.
- Ensure the volunteer completes the online safeguarding course <http://www.oscb.org.uk/> Level 2: Generalist Safeguarding or Level 2: Early Years Generalist Safeguarding if volunteering in the Foundation Stage Unit.
- Gain a reference for each volunteer.

## 7. Contractors/ Workmen

- Contractors/ workmen should follow the procedures set out in 5.1

## 8. Staff development

As part of their induction, new staff will be made familiar with this policy for external visitors and asked to ensure compliance with its procedures at all times.

## 9. Linked policies

This policy should be read in conjunction with other related policies, including:

- Child protection/safeguarding policy
- Health and safety policy
- Confidentiality policy
- Safer recruitment policy

Policy Agreed by the Governing Body: **February 2022**

Signed .....Chair of Governing Body

## Appendix 1

*We are a global community, learning and growing together.*



### **VOLUNTEER INFORMATION AND APPLICATION FORM**

Thank you for offering to volunteer here at St Barnabas' CofE Primary School. Before you can start volunteering there are some processes that we need to have in place:-

- You will need to complete a school enhanced DBS disclosure.
- **If you have lived overseas in the past five years you will also need to obtain an overseas police check equivalent. It is your responsibility to obtain this check.\***
- You must complete the online safeguarding course <http://www.oscb.org.uk/> Level 2: Generalist Safeguarding or Level 2: Early Years Generalist Safeguarding if volunteering in the Foundation Stage Unit.
- We will need you to complete the information below, including the section for a referee.
- We will need to see photo ID, either a passport or a photo driving licence. \*
- We will need to see some evidence of your right to work in the UK\*  
\* we will need to photocopy these to keep on your record.

#### **The role of volunteer/visitor**

It is important for pupils to see all adults in school as role models.

Please adhere to the following at all times:

- You are not expected to make judgments about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability or behaviour should not be disclosed to anybody except a member of the school's teaching staff, if applicable to the activity you are undertaking.
- Much of what you see in school is confidential so please do not talk about things outside of school.
- Please do everything possible to avoid any physical contact with pupils.
- You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which concern you, please tell to a member of staff, or a member of the Senior Leadership Team immediately.
- Dress in an appropriate manner.
- If you are a parent of a child in the school, please do not use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time).
- Mobile phones, personal cameras and recording devices must be off at all times. They must remain out of sight and reach of children during school hours and must never be used to take photographs of pupils, whether in school or out on a school trip or other event. If you are in doubt about anything, always ask the advice of a member of staff.

The above are there not only for the protection of our children, but also for your own.

#### **Supervision**

All volunteers work under the supervision of a teacher or member of school staff. Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity that they are undertaking. Volunteers should have clear guidance from the teacher as to how an activity is carried out and the expected outcome of the activity. In the event of any query or

problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice / guidance from the Teacher, class Teaching Assistant or member of SLT as appropriate.

### Health and Safety

St Barnabas' has a Health and Safety Policy, which volunteers working in our school may see. A member of staff will ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks e.g. using equipment or accompanying pupils on visits. Volunteers need to exercise due care and attention and highlight any concerns to the teacher or teaching assistant. Volunteers are covered by the school's Indemnity and Public Liability Insurance.

### Complaints

Any complaints made about a volunteer will be referred to the Headteacher for investigation. Any complaints made by a volunteer will be dealt with in the same way. The Headteacher reserves the right to speak with the volunteer and depending on the facts identified in the investigation, it may be necessary for the school to inform the volunteer that they are unable to continue using them. The volunteer will be provided with a copy of our Complaints Policy if required.

We aim to ensure that no member of the school community experiences discrimination because of their sex, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, marriage and civil partnership.

### Volunteer Application Form

SURNAME	FIRST NAMES
ANY PREVIOUS NAMES USED	DATE OF BIRTH
ADDRESS	TELEPHONE NUMBER
MOBILE	EMAIL <b>This email address will be used to process your school DBS.</b>
<p>If the activity that you are volunteering to undertake means that you will not be supervised by a member of staff at all times, we will need to undertake an enhanced DBS with barred list check. Please ask if you are unsure what this means.</p> <p>Do you give your permission for this check to be undertaken <b>YES / NO</b> <i>Please circle as appropriate</i></p>	
ANY MEDICAL CONDITIONS WE SHOULD BE AWARE OF	CAR REGISTRATION (if you would like to use our car park)
<b><u>EMERGENCY CONTACT</u></b>	CONTACT TELEPHONE NUMBER
NEXT OF KIN	

Times available (please indicate below)

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

**Reference**

Please give details of a person from whom a reference can be obtained and who can confirm that you would be suitable for the position of volunteer.

Name	Address
Email	Telephone number

**Data Protection Act**

In accordance with the Act, you should be aware that personal details submitted with this application form, will be used only for volunteering records. Your information will be stored securely and only accessible to relevant persons in the course of their duties. Please see our website for Privacy Notice.

Schools are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and our privacy statement. If you've lived or worked outside of the UK in the last 5 years, we may require additional information in order to comply with our safeguarding policies. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years? Yes No

**Declaration**

I confirm that I have read and understood the Volunteer and Visitor Policy. I declare that, to the best of my knowledge all details given in this form are correct and I understand that, should I conceal any fact, I will, if engaged, be liable to the termination of my services.

I understand by signing this form:

- I agree to work within the boundaries of St Barnabas' CofE School's Safeguarding procedures and that I must complete the online safeguarding course <http://www.oscb.org.uk/> Level 2: Generalist Safeguarding or Level 2: Early Years Generalist Safeguarding if volunteering in the Foundation Stage Unit.
- I agree to undertaking an enhanced Criminal Records Bureau check.
- I have read and understood St Barnabas' CofE School's Volunteer and Visitor Policy
- I agree to treat any information obtained from within school with the strictest of confidence.

Signature	Date
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St Barnabas' is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Most positions involve the type of work with children and young people that require applicants to undertake an Enhanced Disclosure and Barring Service along with other relevant pre-employment checks.

<p><b>Office use only</b></p> <p>DBS No .....</p> <p>Photo ID Seen.....</p> <p>Safeguarding course completed.....</p>
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