



Fingringhoe C of E
(VA) Primary School

Visitors and Volunteers Policy

Approved by Governors: May 2017

Review: May 2018

VISITORS AND VOLUNTEERS POLICY

Fingringhoe Primary School welcomes and encourages volunteers to work with us. Visitors and volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children.

Visiting and Becoming a Volunteer

Volunteers may be parents of children at Fingringhoe School, members of the local community or individuals interested in pursuing a career with children. It is important that we keep track of who is working in our school, where they are placed and for how long they will be with us. For this reason all requests from visitors and volunteers should be directed to the Head of School who has responsibility for the organisation and/or placement of such individuals.

You will also need to complete a DBS (Disclosure and Barring Service) form. To complete this process you will need to bring the following documents into school and hand to the Finance Manager: Passport, drivers licence, National insurance number and a utility bill with your name and address.

Aims and Values

All adults who work in our school, whether a paid member of staff or volunteer, are expected to work and behave in such a way as to actively support our school aims and values listed below.

- Through Christian values we encourage the children to develop spiritually, morally, culturally, mentally and physically.
- We aim to safeguard and promote the welfare of all children in our care by providing an environment in which they are safe and secure and can be supported in their physical and emotional needs.
- We aim to provide a happy and healthy school environment where children and adults respect each other and take responsibility for their own actions.
- We support a policy of inclusion, where there are equal opportunities for all.
- We will provide a curriculum that is broad and balanced, that will help children prepare for the opportunities and responsibilities that are needed for now and later in life.
- We expect everyone to achieve high standards of work and behaviour both inside and outside school.
- We strongly believe that communication is crucial between all staff, parents and children and we will foster an ethos of openness whilst maintaining appropriate confidentiality.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that visitors and volunteers may have about the children they come into contact with should only be discussed with the class teacher. Visitors and volunteers concerned about what another adult in the schools says or does, should raise the matter directly with the head or deputy head teacher.

Supervision

Whilst on the school premises please adhere to the following:

- **All visitors and volunteers are under the supervision of a class teacher.**
- **Volunteers should always be visible where a class teacher or teaching assistant is present.**
- **Teachers retain responsibility for the children at all times.**

- **Visitors and volunteers should have clear guidance from the teacher as to how an activity involving children may be carried out and what the expected outcomes of any activity are.**
- **Visitors and volunteers are encouraged to speak to the teacher if they have a query about any aspect of a child's understanding or behaviour.**
- **Volunteers should leave any behaviour and discipline matters to the support staff or class teacher.**
- **Volunteers should not have private conversations with children.**
- **Volunteers should not have mobile phones or cameras where children are present at any time.**
- **Volunteers should not share their contact details with children at any time.**

Reliability

Volunteers are expected to be punctual and attend regularly in order to maintain high standards and support the class they are allocated to in the best way possible. If there are any problems with attendance or punctuality volunteers need to inform the Head Teacher as soon as possible.

References

References will only be given in cases where volunteers have worked at Fingringhoe School for a minimum of 1 calendar year

Induction

All volunteers will receive an induction where any emergency procedures (e.g. what to do in the case of a fire alarm) and about any safety issues associated with a particular task (eg. during a practical task) are explained. Visitors and volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the class teacher. A copy of the Health and Safety Policy is available from the school office on request.

Safeguarding Children

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

- All visitors and volunteers are given a copy of this policy.
- Visitors and volunteers must wear an identification badge whilst on the premises.
- All volunteers must sign a Visitors and Volunteers Agreement (appendix 1).
- The school reserves the right to ask for a character reference.
- We ask *all* visitors and volunteers who work with children to have a DBS check.
- Anyone visiting or volunteering on a regular basis *must* have a full, up to date DBS check.

Complaints Procedure

Any complaints about a visitor or volunteer will be referred to the Headteacher or Deputy Head teacher. Any complaints made by a visitor or volunteer will also be referred to the Head teacher or Deputy Head teacher.

The head teacher reserves the right to take the following actions:

- To speak with the individual about a breach of our agreement and seek reassurance this will not happen again
- Offer an alternative placement in another class
- Inform the visitor or volunteer that the school no longer supports their attendance at school.

Monitoring and review

This policy has been approved by the governing board and will be reviewed annually or in the light of new guidance from the DCSF or LA.

Fingringhoe CE Primary School Visitors and Volunteer Agreement

Thank you for visiting or offering your services as a volunteer at Fingringhoe Primary School. Your help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Agreement and hand it in to the school office. You will receive a copy of it for your records.

- I have received and read the Visitors and Volunteer Policy
- I have read Part 1 of Keeping Children Safe in Education and discussed it with the Safeguarding Lead.
- I have received and read the school's Code of Conduct Policy and Staff Handbook
- I agree to support the School's Aims and Values
- I agree to treat information I learn from being in the school as confidential
- I understand the school's behaviour and child protection policies.

DBS Check – circle as appropriate	Yes	No	Applied for
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If you already have a DBS certificate, please hand it to the school office and a copy will be made for the school records.

Signed.....

Name.....

Date.....