



Fingringhoe Church of England Voluntary Aided
Primary School

Volunteers and Visitors Policy

Approved by Governors: July 2019

Reviewed: November 2022

Review November 2023

Volunteers and Visitors Policy

Fingringhoe CEVA 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.

Our Vision is to give every child an unforgettable high-quality education through our strong Christian ethos. This is centred on three core values: Courage, Care and Compassion, which are firmly embedded in the daily life of our school.

Becoming a Volunteer and Visiting

Volunteers may be parents of children at Fingringhoe CEVA Primary 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 Headteacher, who has responsibility for the organisation and/or the placement of such individuals. There may be times when a request for volunteering in school is declined for a variety of reasons.

To fulfil our safeguarding protocols, we will ask you to complete the following forms:-

- DBS form – Disclosure and Barring Service
- Volunteer application form
- Volunteer Agreement

and to provide references. There may be other forms to complete too.

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 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 the children in or 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 of 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.

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 should read a copy of the school's Child Protection Policy – see attached
- Visitors and volunteers must wear an identification badge whilst on the premises.
- All visitors and volunteers must sign a Visitors and Volunteers Agreement – see attached.
- The school reserves the right to ask for character references.
- We ask all volunteers, who work with children, to have a DBS check.
- Anyone visiting on a regular basis **MUST** have an enhanced, current DBS check.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Volunteers are expected to treat all events and information within school as confidential. There should not be any casual sharing of information. Any concerns that visitors and volunteers may have about the children they come into contact with should only be discussed with the classteacher. Visitors and volunteers concerned about what another adult in the school says or does, should raise the matter directly with the Headteacher or Senior Teacher.

Supervision

Whilst on school premises please adhere to the following:

- All visitors and volunteers are under the supervision of the classteacher.
- Volunteers should always be visible where a classteacher or Learning Support 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 outcome of any activity is.
- 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 or classteacher.
- Volunteers should not have any private conversations with children.
- Volunteers should not have phones or cameras where children are present at any time.
- Volunteers should not share their contact details with children at any time.
- Volunteers are expected to abide by the 'safe touch' rule as outlined in 'The Guidance for safer Working Practice 2022. Please read attached guidance.

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 Headteacher as soon as possible.

References

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

Induction

All volunteers will receive an induction where Safeguarding and Health and Safety information is discussed. Visitors and volunteers are asked to exercise due care and attention and report any hazards or concerns to the classteacher.

Complaints Procedure

Any complaints about a visitor or volunteers will be referred to the Headteacher or Senior Teacher. Any complaints made by a visitor or volunteer will also be referred to the Headteacher or Senior Teacher.

The Headteacher reserves the right to take the following actions:

- To speak with the individual about a breach of our agreement and seek reassurance that 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 Body and will be reviewed annually or in line with any new guidance from the DfE or Local Authority.