

St Andrew's CEVC Primary School, Great Yeldham

Volunteers & Visitors Policy



(Rewritten by Maria Trappitt January 2011)

St Andrew's CEVC Primary School
Church Road
Great Yeldham
Halstead
Essex
CO9 4PT

Introduction

Visitors and volunteers have many skills which can be deployed in a school for the benefit of the children's education. Visitors and volunteer helpers in the classroom are a great asset in helping teachers to offer a much broader and differentiated curriculum. They can make the most exciting and rewarding of activities which teachers wish to promote actually possible. Visitors and volunteer helpers are most welcome in St Andrew's School. If possible the parents should always try to make an appointment first by telephone if they need to talk to the head teacher or class teacher. However, the head teacher will always endeavour to see parents immediately if an urgent problem should arise.

Aims

- To enrich the educational possibilities for the children.
- To make more effective the teaching within the school.
- To promote the partnership between home and school.
- To demonstrate that education continues through life.
- To give adults the opportunity to use their talents in school for the mutual benefit of the children and themselves.
- To give parents and other adults confidence.
- To enable children to have more time to communicate their ideas and thus develop their understanding.
- To release teachers from certain tasks thus giving them more time for quality teaching, preparation and assessment.

Procedure

- All visitors must report to the school office on their arrival.
- The Visitors Book must be signed, detailing name, reason for visit, time of arrival and departure.
- A visitor's badge must be worn throughout the time spent on the school site.
- A member of the school office staff will then accompany the visitors to their destination if this is the first time visit. From then on visitors will be able to make their way around the buildings.
- Volunteer helpers will work under the guidance and supervision of the class teacher. Guidelines for Volunteers are available in the foyer area.
- Only adults are to unlock the library door to let known parents into the school. Pupils must be discouraged from unlocking this door even if they recognise the person to be a known visitor of the school.
- Visitors needing to use the school kitchen, i.e. the school meals service, meals on wheels, to collect food must walk around the outside of the school to the kitchen so that the day to day running of the school is not disrupted.
- It is the responsibility of all the staff to approach any strangers in the school or playground and ask them to report to the school office.

Our Visitors and Volunteers

Our visitors and volunteers might include:

- Parents
- Members of the governing body
- University students
- Ex members of staff/pupils
- Local residents
- Speakers - to the classroom or for a staff meeting
- LEA Representatives
- Advisory teachers
- School Nurse
- Head teachers and teachers from other schools
- Supply teachers
- EWO staff
- Entertainers
- Delivery people
- Manual workers
- Surveyors
- Grounds Maintenance Staff
- Placement Students

What Activities are Visitors & Volunteers engaged in?

The types of activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting teachers to run after school clubs
- Working with children on the computer
- Accompanying school visits
- School buildings and maintenance

Becoming a Volunteer

- Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach their child's class teacher, the deputy head teacher or the head teacher.
- Before starting in school and to ensure the safety of our pupils at all times, all regular volunteers will be required to complete a CRB (Criminal Records Bureau) check.

Confidentiality

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school visitors/volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, misbehaviour, or home circumstances. All information relating to individual children and staff is totally confidential and visitors/volunteers must respect this.

Issues affecting children:

Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the class teacher and **NOT** with the parents of the child or any persons outside school. These comments, particularly if taken out of context can cause distress to the parents of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent.

Issues affecting adults in school:

All adults in our school can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract;
- it endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence the staff member's interest or the wider public Interest justifies disclosure.

Visitors/Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head teacher or Deputy Head teacher.

Child Protection

If a child discloses something, this information should be shared promptly with the child's teacher, head teacher or deputy head teacher. The head teacher and deputy head teacher are the CPLOs (child protection liaison officers) for our school. We cannot offer unconditional confidentiality when a child discloses something; however, reassurance can be given that the best interests of the child will be maintained.

Health and Safety

The school has a health and safety policy which is available on request and on the school website. Class teachers should ensure that visitors/volunteers are clear about emergency procedures e.g. fire evacuation and about any safety aspects associated with a particular task e.g. using cookery equipment. If a volunteer attends a school trip, their emergency contact details will be requested. Visitors/Volunteers

need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, deputy head teacher or head teacher.

Complaints Procedure

Any complaints made about a visitor/volunteer or by a visitor/volunteer will be referred to the head teacher/ deputy head teacher for investigation.

The school has the right to take the following actions:

- Speak with the visitor/volunteer about a possible breach in the agreement
- Offer an alternative placement for a visitor/volunteer
- Inform the visitor/volunteer that they are no longer required to help in school

Rewritten by Maria Trappitt **January 2011**

Shared with staff **January 2011**

Shared with Governors **February 2011**

Review date **January 2014**

Information for Visitors – Daily Organisation

Welcome to our school and thank you for coming to help us. These times will help you plan and fully support your visit. Other, more detailed information can be supplied on request. We hope you enjoy your time with us. If time permits please leave a comment in our 'Visitors Comments Book', which can be found next to the signing in book.

8.40 am	Pupils begin to arrive on the premises
8.55 am	School begins
9.00 am.	Registers are marked
10.15am	Worship Assembly
10.30am	Morning Break
10.45am	Teachers collect pupils from the playground.
12.00am	Lunch begins for KS1 - Butler and De Vere
12.15am	Lunch begins for KS2 – Constable and Courtauld
1.15pm	Lunch over Teachers collect pupils from the playground. Registers marked.
3.10pm	School ends for KS1 pupils} Class teacher take pupils to gate
3.15pm	School ends for KS2 pupils} Class teacher take pupils to Gate

St Andrew's CEVC Primary School, Great Yeldham

Guidelines for Visitors/Volunteers



- **Please remember to sign in and wear your badge at all times.**
- **You are very welcome to use the staffroom at breaktime and lunchtime if you are in school at these times. Also please join us for assembly.**
- **Confidentiality is required and expected from all adults working in our school.**
- **If a child discloses information to you about their well being that causes you concern, you must inform the headteacher immediately.**
- **You will be working under the supervision of the classteacher, so do ask for help or assistance if you are unsure what to do.**
- **Please ask for a copy of our visitors/volunteers policy for more detailed information.**
- **Thank you for joining us.**