

**St Andrew's CE Primary School, Great Yeldham**

# **Volunteers & Visitors Policy**



**St Andrew's CE Primary School  
Church Road  
Great Yeldham  
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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. Visitors must be asked to read the Safeguarding sheet on arrival at the school.
- 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. Visitors not undertaking regulated activity and so not DBS checked must be supervised at all times. These visitors are clearly identifiable by their red visitor badges.
- Volunteer helpers will work under the guidance and supervision of the class teacher.
- Only adults are to unlock the entrance 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.
- 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  
LA 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
- Speaking to whole school, classes or small groups
- Taking Collective Worship

### **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.
- Volunteers will only be asked to complete a DBS (Disclosure & Barring Service) check if they are completing unsupervised, regulated activities with the children.

### **Visiting Speakers**

- Any visiting speakers into the school will have been formally approved by the Headteacher and there will be a clear understanding of why the speaker has been chosen.
- A list of appropriate checks on the suitability of the person will have been undertaken and could include internet searches and/or contacting other schools where the person has spoken previously. (Appendix 1: Visiting Speakers Vetting Checklist)
- Although not always possible, we aim to invite speakers from an established company, charity or other group whose aims are well-documented
- All visiting speakers will be asked to read and sign a document to ensure that they understand they must abide by the school's equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material. (Appendix 2: Visiting Speakers Agreement)
- The speaker will be expected to talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion, whether it is on the day or beforehand.
- Talks and presentations will not be used to raise funds, without the prior written permission of the headteacher.

- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification. Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have a DBS certificate to present
- Visitors must be supervised at all times and not left alone with pupils, unless they have confirmed DBS checks.
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.
- All information about the visiting speaker and the booking process will be recorded on a suitable proformas and held by the office.
- After the presentation, an evaluation form will be completed which will include feedback from staff, notes any contentious subject areas or comments, and states whether the speaker could be booked again in the future. (Appendix 3: Proforma for Evaluating Impact of Visiting Speakers)

### 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, deputy head teacher are the DSLs (designated safeguarding leads) 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, safety and wellbeing policy which is available on request. 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

Reviewed by Emma Flin **Summer 2020**

Review date **Summer 2023**

## Appendix 1

### St Andrew's Primary School, Great Yeldham

#### Visiting Speakers Vetting Checklist

	Vetting procedures	Notes
	How did the school find the speaker?  Was he/she recommended by a trustworthy person/organisation?	
	Does the school have the speaker's CV?	
	Does the speaker have appropriate DBS checks in place?	
	Does an internet search about the speaker raise any concerns?	
	Can the speaker provide references of other schools where he/she has spoken?  What is the feedback from those referees?	
	Is it possible to meet with the speaker beforehand?	
	Have you discussed the school's expectations with the speaker?  Do they understand the purpose of their visit and any rules the school has in place?	

## Appendix 2

### St Andrew's Primary School, Great Yeldham

#### Visiting Speakers Agreement

At St Andrew's Primary School we understand the importance of visitors and external agencies to enrich the experiences of our students. In order to safeguard our children we expect all visiting speakers to read and adhere to the statements below.

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students
- Visitors will also be accompanied by a member of staff at all times.

Signed:.....

Name:.....

Job title:.....

Date:.....

## Appendix 3

St Andrew's Primary School, Great Yeldham

### Proforma for Evaluating Impact of Visiting Speaker

#### Visitor/speaker details

<b>Curriculum area</b>	
<b>Year group(s)</b>	
<b>Nature/topic of the visit</b>	
<b>Date of the visit</b>	

#### Aims of the visit/talk

<b>Aim of the visit (please tick all that apply):</b>	
<input type="checkbox"/>	Improve subject engagement
<input type="checkbox"/>	Raise self-esteem/improve personal or social skills
<input type="checkbox"/>	Improve attitudes to learning
<input type="checkbox"/>	Promote British values
<input type="checkbox"/>	Contribute to the development of spiritual, moral, social and cultural (SMSC) education
<input type="checkbox"/>	Enrich the curriculum
<input type="checkbox"/>	Other (please list):

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**Pre-visit assessment**

**Why do you think that this speaker/visitor is necessary or beneficial? Note any evidence you have (e.g., observations on behaviour, learning observations, or progress and attainment information)**

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**Post-visit assessment**

**Reassess the evidence above. Have there been any changes?**

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**Would you recommend this speaker/visitor again? Why or why not?**

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