



## ENGLEFIELD CE PRIMARY SCHOOL

### POLICY AND PROCEDURE FOR VISITORS AND VOLUNTEER HELPERS

#### *Sowing the seeds for a flourishing future*

At Englefield School we recognise that visitors into school play an important role in encouraging children's learning. Visitors contribute to the enrichment of our curriculum in a variety of ways, ranging from listening to readers, taking extra curricular clubs, providing general voluntary support in class, occasionally helping with trips and special events, and through workshops supporting curriculum activities.

In accordance with the school's commitment to safeguarding all members of our school community, this policy and procedure has been prepared in order that our school can confidently operate within an environment of mutual trust and respect. Governors have taken into account current safeguarding requirements and recommendations on good practice. This policy also recognises that Englefield is a small village school within a very supportive parent and local community.

- As part of our family community ethos, we welcome parents, grandparents and other family members into school both on a regular basis and for one-off activities.
- From time to time students and trainee teachers come into school as part of their course study and the school also supports local secondary school work experience programmes.
- Other adults also come into school as part of workshops supporting specific curriculum activities.

The school supports its visitors and voluntary helpers by ensuring it fulfils its statutory requirements with regard to health and safety and safeguarding. We aim to provide this within a context of a welcoming atmosphere and sufficient background information to enable them to gain a positive experience of visiting our school.

#### **Management of Policy**

<b>School:</b>	This policy is implemented and managed by the Headteacher and all school teaching staff.
<b>Governing Body:</b>	The Governing Body (led by the Development Committee) will monitor, review and update this policy.
<b>Review:</b>	This policy will be reviewed in accordance with the agreed cycle of review or whenever there is a need to comply with new legislation or codes of practice, new initiatives, changes in the curriculum, developments in technology or changes to the physical environment of the school.
<b>Approved:</b>	<b>Spring 2025</b>
<b>Next Review:</b>	<b>Spring 2027</b>

**Associated Policies & Documents:**

Child Protection

Health & Safety

Parent & Voluntary Helpers Handbook

Equality Scheme

Safer Recruitment Process for Identity Checks & Recording on the Single Central Register

## 1. Day to day Visitors in School

All visitors to our school WILL be made welcome; we aim to be a caring family community.

Adults bringing or collecting children who are not known to staff will be greeted and their identity queried by the member of staff on duty or by the class teacher. No child will be allowed to leave with another adult unless permission has been given by the parent.

Parent should access the school building via the main entrance.

All visitors to the school must report to the school's main reception desk.

- Governors should sign in using the Governors Visits Book
- All visitors who are not casual callers should sign in the Visitors Book
- Visitors not known to staff will be asked for proof of identity.
- Visitors will be asked to wear a visitors badge
- Company representatives will be admitted by appointment only.
- Work experience students will be asked to sign the visitors' book.
- Contractors working in school must sign the Asbestos Register.

## 2. Educational workshops, regular voluntary helpers and extra-curricular coaches

All volunteers, including Governors, are now required to obtain a successful Disclosure & Barring Service (DBS) check. The school has an agreed Safer Recruitment Process for Identity Checks and Recording on the Single Central Register.

**All one-off visits, i.e. visiting curriculum workshops and students in school for a short period (i.e. less than one week):**

All will be required to undergo identity checks and these should be carried out **before** the visit/activity takes place whenever possible. It is the responsibility of all members of staff to ensure that this is adhered to.

The member of staff arranging the visit/activity must:

- Gain prior permission from the Headteacher or in his/her absence the Senior Teacher who will carry out an assessment of need. This must be done before arrangements are finalised and the visitor is in school
- Inform the school office of the visitor/activity in order that it can be recorded in the school diary.

- Ask the visitor to ensure that they bring this with them on the date of the visit, proof of identity such as their passport or photocard driving licence.
- The Headteacher will make an assessment of risk as to whether a member of staff should be present at all times to accompany curriculum workshops/students in school.
- On arrival, the welcoming member of staff will ask to see the visitor's proof of identity

#### **All regular volunteer helpers, i.e. once per week or more often:**

- The member of staff arranging the regular volunteer helper must direct the potential volunteer to the school office.
- The Finance Officer will contact the volunteer to arrange a DBS check. A DBS from another organisation can be accepted if the volunteer has fulfilled a similar role within the last three months. If there is any doubt then a new DBS check should be carried out.
- If the volunteer already has an acceptable DBS check, they will be asked to bring this into school and details will be recorded on the school's Single Central Register.
- Until DBS clearance is received, no regular volunteer helper or extra-curricular coach is to be allowed unaccompanied access to children.
- The Finance Officer will ensure that the volunteer completes a Volunteers Agreement Form and is issued with a copy of the school's Parent & Voluntary Helpers Handbook.
- Once all of the above steps have been completed the volunteer can start regularly volunteering.
- All regular volunteers will be expected to attend one of our termly Level 1 Safeguarding training sessions.

#### **All extra-curricular coaches:**

The Headteacher must be satisfied that any adult supporting the delivery of an activity in school, whether working as a paid coach or as an unpaid volunteer, is competent and suitable to do so.

The Headteacher must be satisfied that

- The person is qualified to coach the particular activity
- The person is suitable to work with the particular group or groups
- The person's approach is consistent with that used by the school
- The person has suitable insurance cover for the activity
- All necessary identity checks and, if required, DBS check must be carried out before any person takes up such a position. Some coaches will volunteer to work in a number of schools. A separate DBS check is not necessary for each school, however the Headteacher must be satisfied that a successful DBS check has been carried out.
- Anyone under the age of 18, irrespective of qualifications and expertise, must always work alongside a member of the school staff who will monitor the activity and intervene immediately if needed.

- All extra-curricular coaches must sign in and out of the visitors book.
- Support staff must always work to the supervision and direction of a teacher who retains the pastoral responsibility for the group.
- In the first instance a member of the school staff will directly supervise a volunteer or coach to evaluate their competence
- If the extra-curricular coach is deemed capable of working under indirect (at a distance) supervision, the school must ensure that the coach knows where the teacher can be contacted throughout the activity.
- The teacher must be involved in the planning of activities, the numbers and ages of children involved and must be aware of the responsibility he/she carries for the group.
- The school will inform parents/guardians when volunteers/coaches are used to enhance a programme of physical education/sport. This can be done through general information letters.
- The member of staff organising the activity should carry out an induction process with any volunteer/coach to ensure they are familiar with the school, i.e. layout, relevant policies, first aid procedures, emergency evacuation, etc.

### 3. Volunteers Working in School

When regular parent/voluntary helpers first come into school the class teacher will ensure that the volunteer has been provided with a copy of this policy together with health and safety information and our Parent & Voluntary Helpers Handbook. This will help them gain a positive experience from their time in school. As soon as reasonably possible, they will attend a face-to-face Safeguarding training session with the DSL.

- The Volunteer:

1. Will work under the direction of individual teachers.
2. Will be directed to discuss any queries or concerns, with their host teacher.
3. Will refer concerns regarding child protection issues to the school's designated safeguarding leads:  
Headteacher/DSL – Mrs Hilary Latimer  
Year 5/6 Senior Teacher/DDSL – Miss Amy Langston  
Designated Safeguarding Governor – Mr Chris Gittins
4. Will observe confidentiality.

- Staff will give volunteers:

1. Clear guidelines about how to present and guide tasks.
2. Tools equipment and space to fulfil the task.
3. Expectations regarding individual children.

- When working with pupils, volunteers should:

1. Be treated with courtesy and respect at all times.
2. Be addressed by their full name e.g. Mrs Smith, unless they wish to be called by their Christian name.
3. Expect pupils to clear up after an activity under supervision.

4. Should not be placed in a vulnerable situation that could be open to mis-interpretation.

- School Trips:

The member of staff with overall responsibility for the trip will ensure that clear guidelines on groupings, timings, activities and safety is agreed in advance and is communicated to all other members of staff and helpers involved in the trip.