

## *Visitors and volunteers in school*



Date of review: Autumn 2024

Date of next review: Autumn 2026

Reviewed by:  
Resources committee.

### **Introduction**

Hatherleigh Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The value of well-deployed volunteers and visitors who enrich the curriculum and provide valuable support for learning is widely recognised. Volunteers are a welcome resource for helping to raise children's achievement and complementing the work of Teachers and Support staff. We appreciate that our school benefits greatly from active parental and community links through participation by adults in the activities of the School on a voluntary basis. The role of the volunteer is to enthuse and enhance learning but must not undermine or increase the work of the school staff.

The deployment of any volunteer/visitor, whether for one day or for a number of sessions over a longer period, must be managed with care; in particular taking account of the needs of the pupils and the staff to whom they are assigned.

Our school policy stipulates that volunteers who are in charge of individuals or groups of pupils, who are not working in the classroom or within sight of the teacher, on a regular basis have to undergo DBS check before they commence work. A risk assessment will be carried out and, if appropriate, volunteers will be asked to complete an application form and references sought.

Headteachers and Governors should be mindful of deploying volunteers appropriately. Volunteers should not be asked to replace paid staff or be given responsibility within the School that would normally be associated with paid employees.

### **School's Policy**

This policy will be included in the Staff and Volunteers Handbook.

The policy document is drafted in consultation with Governors.

### **Deployment**

Volunteers should not be asked to carry out duties which:  
fall normally within a Teacher's responsibility under loco parentis;  
fall normally within the job description of a Teacher or member of support staff, ie they must not be asked to cover the absence of staff from School;  
would normally be performed by contractors engaged by the LEA or by

theSchool;  
require them to have unsupervised access to children.

It should be noted that the Class teacher remains responsible for the organisation of the class and methods of work.

During a visit to the school a volunteer should be designated a specific member of staff to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it would be expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. This additional responsibility is not compulsory for staff and should only be delegated with the agreement of the employee concerned. It is however essential that the volunteer is clear as to which member of staff has the responsibility.

All visitors/volunteers need to be made to feel at ease and are welcome to take their refreshment break in the staffroom. They must remember that everything they hear regarding the school and its pupils in this room must be confidential. It is important that the parameters of their role within the School are clearly defined from the outset in order to avoid the possibility of misunderstanding. Volunteers/visitors will be asked to read the Staff and Volunteers Handbook and to sign to say that they have done so. Induction Information Will Be Provided Upon Commencement.

Where a volunteer's particular skills or knowledge do not match the current needs of the School, the offer of help should be declined.

### **School Regulations and Other Information**

In fairness to all concerned, volunteers/visitors must be made aware of the rules governing behaviour at the School: the key 'dos' and 'don'ts' for children and adults. This should include procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, details of first aid and emergency arrangements such as procedures to follow in case of fire.

As part of their induction to life at the School, volunteers/visitors should also be provided with basic information such as a plan of the school and details of those facilities available to them eg staff room, toilets etc as well as what to do in an emergency.

It is important that volunteers/visitors are made aware of the following procedures:  
expectations with regard to confidentiality;  
access to information related to pupils and/staff;  
expected level of behaviour and an awareness of Professional Codes of Conduct;  
School's Equal Opportunities policy especially focussing on issues relating to discrimination and the use of appropriate language;  
the School's Complaints procedure;  
the School's Disciplinary procedure.

The school adheres to Government Policy and is a "No Smoking and vaping" site.

The school appreciates a telephone call, email or text to inform the classteacher when a helper is unable to come into school for a planned session

Volunteers/visitors should be aware of the appropriateness of the clothing they wear when helping in school.

Allvolunteers/visitors are required to “sign in”and wear a lanyard with the appropriate badge.

### **Child Protection**

The law requires checks to be made on anyone with responsibilities in a School which can give them regular unsupervised access to pupils under the age of 19. Under the Education (Teachers) (Amendment)Regulation1998 this now includes volunteers who regularly help: in the classroom; in extra curricular activities; supervise pupils on School organised trips or residential visits.

Volunteers that also have:

- . ongoing
- . substantial
- . unsupervised

access also fall under this category.

Volunteers should be asked to complete an online DBS application and a Police check will be carried out.

Schools planning to work with volunteers falling into any of the above groups should complete a ‘Disclosure and Barring form’ to enable a check to be made against the List99 and LEA's own records before commencing duties.

### **IMPORTANT:**

It is the Head Teacher's Responsibility to ensure that volunteers do not have unsupervised access to children.

The School Should take all reasonable steps to confirm the identity of the person volunteering.

The Schoolsee at least two original documents:

- . Birth Certificate plus if the name has changed:
- . Marriage Certificate
- . Copy of Deed Poll or Licence;
- . Passport;
- . Driver's Licence.

These regulations do not apply to volunteers such as those who help organise and run fetes or who may assist the School activities on an irregular or adhoc basis. For volunteers who drive children in cars or minibuses please see attached sheet. However, if the Headteacher is unclear about the position in respect of a volunteer, further advice should be sought from the LEA.

If a member of staff is contacted by an outside agency or any individual requesting permission to visit lessons, observe teaching, attend assembly etc., permission must be obtained from the Headteacher before any agreement is made.

Speakers at assemblies, workshops, meetings, etc., need to be cleared through the Headteacher

Any visitors on site who are not recognised, or who are not appropriately “badged” should be politely asked about their business.

Pupils should be encouraged to report immediately any visitor who is not “badged”.

### **Specific Guidance/Checklist for members of staff organising visits from external agencies**

- Ensure the visitor/external agency have an enhanced DBS or have been Risk assessed.
- Ensure the visitor/external agency complements the school’s planned programme or scheme of work.
- Be confident that the visitor/external agency has expertise in the subject they are delivering and the experience and skills in delivering sessions to children and young people.
- Before the visit, discuss with the visitor how the session fits in with the school’s programme/scheme of work.
- Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable before the session.
- Inform visitor/external agency of: number, age and gender ratio of students, background, ethnicity and culture of pupils, special education needs (if applicable).
- Provide access to relevant school policies, eg Safeguarding, Confidentiality and Risk assessments.
- Inform relevant people of presence and remit of visitor: eg School Reception, Headteacher.
- Inform pupils in advance of the activity.
- Provide visitor with named contact.
- Organise, meet and greet arrangements and classroom/assembly lay out.
- Ensure relevant staff member (i.e. class teacher) is present during the session and responsible for class discipline.
- Activity meets Health and Safety guidelines.
- Visitor/external agency thanked for their contribution and where applicable fees paid.
- Pupils given time to reflect on what they have learned.

- Pupils, teacher and visitor carry out and record agreed evaluation methods of the session.

**Insurance**

Volunteers should be informed about the extent of the insurance cover available. Whilst volunteering for the school they are covered by the LEA for third party liability only and the limitations thereof.

## **Use of Parents or Volunteers' Cars to assist with transporting children on school activities**

### **All drivers must:**

Hold a valid driving licence for the type of vehicle being driven

Be fit to drive

Have no medical condition which affects their ability to drive

Have a valid MOT for any vehicle older than 3 years old

Ensure that any vehicle is roadworthy, including brakes, lights, tyres, bodywork, wipers, mirrors, etc.

Ensure that any vehicle used has current road tax

### **Insurance**

Maintain valid insurance, as a minimum, for third party liability. Check with their insurance company and inform them that the driver occasionally conveys children on school activities. (This is unlikely to affect the cost of your insurance premium.)

### **Safety**

Be familiar with, and drive in accordance with the Highway Code at all times.

Before driving not to consume alcohol or drugs which may impair driving.

Ensure that all passengers wear seat belts and use booster seats as appropriate at all times.

Drive safely without hurrying unduly.

Use child proof locks on rear doors where necessary.

### **Child Protection**

The school may require parents or volunteers who have regular or unsupervised access to young people to undergo a check with the Disclosure and Barring Service (please see below).

### **To be completed by parent /volunteer:**

I have read and understood the above requirements and agree to comply with them.

Signature.....Date.....

Name (Please print).....

A letter from County mentioned issues concerning police checking parents who volunteer their help in transporting children (for example to sports fixtures). The letter covered health and safety and insurance and includes a form for volunteer parents to sign. The checks on the roadworthiness of the vehicle, insurance and safety are routine for those of us who drive but the section on child protection is not.

We have no intention of police checking those parents who give us their valuable time to help in transporting children to fixtures. The school will inform parents that their child is to be taken in a group, by a parent, under the supervision of a member of staff. The parents will then be given the option of withdrawing their child from the activity or taking them themselves should they so wish.

Thank you for all your help in the past, without which the curriculum would be less rich and varied for so many children.

