



# Visitor and Volunteer Policy

**Updated: Oct 2023**  
**To be reviewed: Oct 2025**  
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**EQUALITY SCHEME  
EQUALITY IMPACT ASSESSMENT FOR  
VISITOR AND VOLUNTEER POLICY**

|  |  |
|--|--|
| Staff / Committee involved in development: | L + M Committee;<br>Headteacher  |
| For use by:                                | Staff, Governors and Parent/Carers   |
| This policy relates to statutory guidance: | Children Act 2004<br>Keeping Children Safe in Education 2018 (Sept)<br>Regulated Activity Dec 2013<br>Guide to DBS March<br>Vulnerable Groups Act 2006 |
| Key related Farndon Policies:              | Safeguarding policy<br>Safer Recruitment Policy<br>Inclusion Policy<br>Equality Policy<br>Tackling Extremism and Radicalisation                        |

**Equality Impact Assessment:** Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach.

| <b>Groups:</b>               | <b>Yes/ No</b> | <b>Positive/Negative impact</b> |
|------------------------------|----------------|---------------------------------|
| Disability                   | No             |                                 |
| Race                         | No             |                                 |
| Gender                       | No             |                                 |
| Age                          | No             |                                 |
| Sexual Orientation           | No             |                                 |
| Religious and Belief         | No             |                                 |
| Gender Reassignment          | No             |                                 |
| Marriage & Civil Partnership | No             |                                 |
| Pregnancy & Maternity        | No             |                                 |
| Other                        | No             |                                 |

|                                |                           |
|--------------------------------|---------------------------|
| <b>Reviewed by</b>             | Leadership and Management |
| <b>Agreed by</b>               | Full Governors            |
| <b>Next Policy review date</b> | Oct 2023                  |

A copy of this form, and any related impact assessment form or action plan must be sent to the school office

## **VISITORS AND VOLUNTEERS POLICY**

Visitors and volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children. Farndon welcomes and encourages them.

### **Visiting and Becoming a Volunteer**

We have many requests from a variety of people who wish to visit or volunteer. These may be parents of children at Farndon, 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 or the UPS3 teacher with responsibility for students and volunteers.

### **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 and values listed below.

- We aim to safeguard and promote the welfare of all children in our 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 school.
- We will encourage the children to develop spiritually, morally, culturally, mentally and physically.
- 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.

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that visitors and volunteers may have about the children they come into contact with should only be discussed with the class teacher. Visitors and volunteers concerned about what another adult in the schools says or does, should raise the matter directly with the head or deputy head teacher.

### **Supervision**

All visitors and volunteers are under the supervision of a class teacher. 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 outcomes of any activity are. 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.

### **Health & Safety**

The school has a Health and Safety Policy available on request from our school office or the website. Class teachers ensure that visitors and volunteers are made aware of any emergency procedures (eg. what to do in the case of a fire alarm/ first aid) and about any safety issues associated with a particular task (eg. during a

practical task). Visitors and volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the class teacher.

### **Safeguarding Children**

The welfare of our children is paramount. To ensure the safety of our children we adopt the following procedures;

- I. Visitors and volunteers must wear an identification badge whilst on the premises
- II. On entry to the building, they must read the Safeguarding Information on display on the sign in screen and in the Safeguarding Pamphlet.
- III. All volunteers must sign a Visitors and Volunteers Agreement (appendix 1)
- IV. The school reserves the right to ask for a character reference if necessary
- V. We encourage *all* visitors and volunteers who work with children to have a DBS check.
- VI. Anyone visiting or volunteering on a regular basis and who has substantial and sustained (regular) access to children *must* have a full, up to date DBS check and is placed on the school's Single Central Record prior to them starting in school.

- By law, as an organisation we have no entitlement to do a barred list check on a volunteer who, because they are supervised, is not in regulated activity.

- Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

### **Complaints Procedure**

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

*The head reserves the right to take the following actions:*

- I. To speak with the individual about a breach of our agreement and seek reassurance this will not happen again
- II. Offer an alternative placement in another class
- III. Inform the visitor or volunteer that the school no longer supports their attendance at school.

### **Guest Speaker**

Any outside guest speaker that is invited to come in and speak with the children in class or assembly, must be approved by the Headteacher. Teachers should complete the form below. **See Appendix 3.** Any materials must be shared with the Headteacher / Senior teacher before it is shown to the children.

### **Monitoring and review**

This policy has been approved by the governing body and will be reviewed annually or in the light of new guidance from the DFE

Signed:

Date:

# Appendix 1

## Farndon Primary School Parent Helper and Volunteer Agreement

### ***Parent helpers and volunteers are expected to:***

- Be outstanding role models for all pupils.
- Work under the professional direction of staff, following school policies.
- Report any issues of concern to teachers (and not directly intervene).
- Allow the teachers to deal with discipline issues that arise.
- Speak in a kind and friendly way to all pupils.
- Not show any verbal or physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them.
- Parking with consideration and respect for others when delivering and collecting children from school.
- Establish and maintain a rapport with pupils based on mutual respect.
- Contact the teacher if they are unable to attend.
- Not use their mobile phone when in school; particularly not taking any images.
- Maintain confidentiality; do not discuss any elements of the time spent in school or on social media websites.

### ***Parent helpers and Volunteers have the right to expect:***

- Work to be prepared and the teacher organised.
- Good manners and acceptable behaviour from pupils.
- To be treated with respect.
- The teacher to deal with discipline issues that arise.
- Support from the teacher.
- Careful explanations of the tasks expected.
- To be notified if sessions are cancelled or the timetable changes.

### ***As teacher, parents and community members, we expect:***

- Our children to be respected.
- Our children to be safe and to feel secure.
- Our children to be protected from inappropriate behaviour and language.

As Headteacher, I ask that all parents and volunteers endeavour to abide by these expectations so that all members of our school community benefit from your valuable work for the pupils of Farndon Primary School

Headteacher: A Walker

I have read and understood the contents of this Agreement and the Parent Helpers Information and Guidance

Parent Volunteer \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 2

### Off- Sites Visits – Volunteer Agreement

Thank you for volunteering. School trips are an integral part of learning at school and you will have an important role to play in ensuring the success and safety of this trip. The class teacher has overall responsibility for the children at all times, but designates responsibility to voluntary helpers who may have charge of a small group.

Please read this agreement, sign and return it to the office. This forms part of our school's risk assessment planning.

#### The Role of a Volunteer Helper

- To be responsible for and look after, in equal measure, all of the children in your group
- To stay with your allocated group and ensure their well being and safety for the duration of the trip
- To promote polite, respectful and courteous behaviour amongst the group and towards members of the public
- To ensure that your group keeps up with the rest of the school visit party
- To contact your class teacher if there are issues with first aid, safety or behaviour
- To show a commitment to the group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and by helping to explain areas of interest.
- To follow guidance from school staff

#### Not permitted

- Please do not bring additional siblings on the school trip
- Please do not use your mobile phone unless the call or text is urgent
- Volunteers are not allowed to smoke, drink alcohol or engage in any illegal practices
- Volunteer are not allowed to take photographs of the children unless requested to do so by the teacher in charge
- Volunteers are not allowed to buy their group treats eg ice cream, sweets etc – before or after the school trip
- Maintain confidentiality; do not discuss any elements of the time spent in school or on social media websites.

#### Emergencies

Please inform a member of school staff as soon as possible. If you are separated from the rest of the school party, please telephone one of the staff members or the school.

I understand and agree to the conditions outlined in this agreement.

Signed.....

Name.....

Date.....

## Appendix 3 Guest Speaker Approval

### Checklist External speaker /guest

|  |  |  |       |    |                               |     |    |
|--|--|--|-------|----|-------------------------------|-----|----|
| Name of Tutor  |  | Teacher                                    |       |    |                               |     |    |
| Session Title  |  | Date of Session                            |       |    |                               |     |    |
| Aim of the session                                   |  | Guest Speaker                              |       |    |                               |     |    |
| Name and Address of organisation                     |  | Name and Address of Organisation Confirmed | Yes   | No | Location of information       |     |    |
| Resources to be used                                 |  | Resources received in advance of event     | Date: |    | Contents checked and suitable | Yes | No |
| If no actions taken:                                 |  |  |       |    |                               |     |    |
| Approval of speaker to be signed off by Line Manager |  |  |       |    |                               |     |    |
| Tutor name of tutor present during session           |  |  |       |    |                               |     |    |