

Brackenwood Infant School



Visitor and Volunteer Policy

		Name	Signature	Name	Signature
Date Adopted					
Review Date					

Brackenwood Infant School

Visitor and Volunteer Policy

We at Brackenwood Infant School welcome all who want to support our school vision and mission statement. We want to encourage parents and other adults to support teaching and learning within our school and help to promote our Positive Behaviour Principles. However, our overriding priority is for the safety and well-being of the children in our care. This document sets out our school's Visitor and Volunteer Policy, which ensures that our children benefit from as much help and support as possible, whilst being safeguarded at all times.

OBJECTIVES

1. To prevent unauthorised persons from entering school.
2. To make visitors/volunteers welcome.
3. To ensure that visitors/volunteers are monitored and checked.
4. To monitor visitors/volunteers carefully during their time in school.
5. To be able to account for and locate visitors/volunteers at all times.

SIGNING IN

When visitors/volunteers arrive in the school, they must identify themselves at the reception desk and then sign in. The signing-in book will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

They will be given a visitor's badge and colour coded lanyard, which they should wear at all times when on site and a 'Work Experience, Trainees and Volunteers' leaflet which they must read. The leaflet gives information on the school day; fire procedures; mobile phone usage; policies; disclosure by a child etc. A red lanyard indicates a visitor or volunteer without a DBS (or someone who cannot produce evidence of their DBS), while a yellow lanyard identifies an individual who holds a valid DBS that has been presented and checked by school.

PROCEDURES

**The following procedures apply to all visitors/volunteers but may be amended at the discretion of the Headteacher.*

1. External doors will be kept securely closed and external signs will direct visitors/volunteers to the main entrance and reception desk.
2. All visitors/volunteers will report to the school reception desk where they will be welcomed and asked for their details and for the name of the person they need to see.
3. All visitors/volunteers will sign in on the visitor book and sign out as they leave.
4. Each visitor/volunteer will be given an identification badge and appropriately coloured lanyard.
5. Badges must be worn at all times that the visitor/volunteer is present in school and the badges must be handed back before they leave the school.
6. Visitors/volunteers will be asked to wait in the reception area until the person that they have come to see arrives to take charge of them. That person will be responsible for them during their time in school and will escort them back to reception at the end of their visit.
7. Visitors/volunteers will be accompanied or supervised during the whole of their time in school unless they have an appropriate DBS and are authorised to move around school without being supervised by the Headteacher or other DSL.

8. The Site Manager will be responsible for workmen/women and trades people during their time in school.
9. The Headteacher must be informed immediately if members of the police, fire service, local authority, Ofsted or other official bodies arrive at school unexpectedly.
10. All members of staff must challenge any stranger they meet who is not wearing identification, acting suspiciously or wearing a red lanyard and is unsupervised.
11. If any visitor/volunteer behaves in an unacceptable or threatening manner they will be required to leave the premises immediately. In such circumstances the Headteacher or Deputy Headteacher should be consulted first.

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

Paid full or part-time staff employed by the school:

- Headteacher;
- Teachers;
- Teaching Assistants;
- SEN Assistants;
- Site Manager;
- Cleaners;
- Mid-day Assistants;
- Office staff;

Adult workers or Visitors employed by another organisation:

- LA advisers and inspectors;
- Health Visitors;
- Grounds Maintenance staff;
- Contract workers (e.g. kitchen staff).
- Apprentices
- Visitors who have come to enhance the learning experience of the children (Guest Speakers; Authors Art Teachers etc)

Volunteer helpers:

- Parents or other adult helpers working alongside teachers;
- Students on work experience.
- Trainees
- Governors

Volunteer helpers

Volunteer helpers support the school in a number of ways, including:

- supporting pupils;
- hearing pupils read;
- helping with classroom organisation;
- helping with the supervision of children on school trips;
- helping with group work;
- helping with art or subjects involving other practical activities.

Volunteer helpers are not allowed to do the following activities:

- take sole responsibility for all or some of the whole class or group activities;
- change very young children, or supervise them changing;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

Regular Volunteers

Regular Volunteer are those that support the children on a frequent basis and will be identified as being a regular volunteer by the Headteacher. Regular volunteers must adhere to all school procedures and have read, understood and signed the Acceptable use Policy and Agreement, Social Media Policy and the Visitor/Volunteer Policy.

DBS/Police checks

For the children's safety, all volunteer helpers who attend on a regular basis are required to have police clearance (DBS check) to work in the school. Other volunteers, (guest speakers/parents helping on trips/mystery readers etc.) are allowed to assist with school activities at the discretion of the Headteacher and will always work under the supervision of a member of staff. Staff are aware of their responsibility to supervise any parent helpers or other volunteers who are not known to be DBS checked.

Volunteers with a current DBS will have a yellow lanyard on their visitor's badge whereas those unable to provide a DBS will have a red lanyard.

The Headteacher has the authority not to accept the help of volunteers if they believe it will not be in the best interests of the children.

Deployment of classroom helpers

It is the policy of this school that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for individual support.

Monitoring and review

This policy will be reviewed on a regular basis and updated when necessary.