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October 2022 – October 2025

Visitors & Volunteer Policy



WATERTON
ACADEMY TRUST®

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1. Our School

1.1 Our Vision

Grow. Achieve. Shine – These are much more than words or a motto. At Churchfield Primary School we enable all children to **grow** as independent learners, **achieve** more than they ever believe they could and **shine** as unique individuals. Our school is a very special place, having been the beating heart of our community for over 120 years, we respect the lessons of the past whilst looking to the difference we can make in the future. Preparing our pupils for life in an ever-changing world, developing curious, well-rounded individuals who are determined to succeed.

1.2 Our Values



We are proud, and work hard to be the best that we can be



We are determined and resilient, embracing all challenges



We collaborate well, treating everyone as equals



We are honest, kind and show integrity



We respect all people, property and the environment



We believe in ourselves and strive for our goals

1.3 Our Golden Rule

Our Golden Rule

We keep ourselves, and each other, safe.



1.4 Our School Aims

Our school aims are underpinned by our values. Through our school values, we aim to:

1. Promote high standards of academic and vocational achievement for every child, every time, through a highly-inclusive approach.
2. Promote a holistic view of the whole child, supporting them to become well-rounded individuals and members of society.
3. Encourage all children to develop positive relationships with, and respect for, themselves, each other, our local community and the wider world.
4. Provide a safe, welcoming and positive environment for our children and families; acting as a hub at the heart of our community.

1.5 Our Community

Bricks and mortar do not make a school, people do. We can achieve great things when we work together, and our community is at the heart of what we do. We are a hub of support for our families, and provide a safe and loving environment for our children to shine.

1.6 Our Academy Trust

Since December 2019 we have been a proud member of Waterton Academy Trust, providing even more opportunities for our pupils to shine. As part of the Waterton family, we ensure that success for all is not a goal, but an expectation.



2. Policy Summary

2.1 Policy Introduction & Rationale

Churchfield Primary School recognises the valuable contribution that volunteers make to enhance and support the work of the School. There are many reasons why people volunteer, including and a willingness to help young people develop, the opportunity to form new friendships, to build confidence and skills, to stay active and healthy and to help find new employment. The school is aware of and appreciative of the contribution made by volunteers and will seek to facilitate their involvement in a broad range of school activities. This policy sets out the procedure to be followed to ensure the safe, fair treatment of volunteers and to preserve the integrity and security of the school, ensuring that school standards are maintained.

2.2 Policy Aims

This policy is underpinned by the central aims of Churchfield Primary School and the values held by the school community. This policy aims to:

- Provide information for all stakeholders on what is expected of volunteers in school
- Provide information for all stakeholders on what the processes involved with volunteers in school

2.3 Inclusivity Statement

At Churchfield Primary School we use an inclusive approach to all aspects of education. Our aim is to always involve all children and stakeholders in all areas of the curriculum and school life. In accordance with the SEND Code of Practice, we recognise that this may mean making special adaptations or arrangements from time to time for children with specific disabilities. We welcome the involvement of disabled adults in all areas of school life.

3. Legalities & Linked Documents

3.1 Linked School & Trust Policies

This policy should be read in conjunction with the following policies:

- Safeguarding Policy
- Health & Safety Policy

3.2 Linked National & Local Documents

The policy has been developed in accordance with the following legislation and guidance:

- [Working together to Safeguard Children \(2018, amended 2020\)](#)
- [Keeping Children Safe in Education \(2022\)](#)

4. Volunteer Definition

For the purpose of this policy, volunteers are defined as individuals who freely offer to take part in tasks for the school without pay.

5. Conditions on Enrolment

Volunteers will be appointed in line with the principles of the TUC Charter on Volunteering:

- Volunteers will not be asked to perform any duties / tasks formerly undertaken by staff whose posts have been made redundant or hours reduced
- Volunteers will not be utilised in times of industrial action to do the work of paid staff



- The School will ensure that staff are clear about the roles of volunteers, maintaining good relationships and treating volunteers with respect

Churchfield Primary School is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. There is also a high standard of conduct expected of all adults within school. Volunteers will be made aware of the school's Health and Safety policy and must adhere to expected levels/standards. This is all detailed in the induction booklet provided for volunteers.

6. Identification & Approval of Volunteer Placements

New volunteering opportunities must be arranged with the designated member of staff and then approved by the Headteacher. To ensure the work undertaken is within the capabilities of the volunteer, the Headteacher or class teacher will agree the set tasks. The volunteer will work under the direction of an assigned teacher and supervised where appropriate. The member of staff who has been designated to lead school's work with volunteers is Sally Bean.

All volunteers must wear a visitor badge in school, at all times.

7. Enrolment of Volunteers

An Enhanced Disclosure and Barring Service check (DBS) should be in place before the volunteer commences regular work in School. This will confirm their entitlement to work/volunteer in the UK. A copy will be taken and the details kept on the single central record. If possible, references should also be provided to confirm previous employment. In the case of recent school leavers seeking experience of work in a school environment, character references should be sought from their former school and qualifications will be checked.

The school has assessed the risks involved and ensured control measures are implemented. Due to Health and Safety implications, volunteering opportunities are not available to those aged 15 and under. School leaders will consider any voluntary placements carefully where there may be a conflict of interests for confidentiality reasons.

8. Induction of Volunteers

In order to enable them to fulfil their roles effectively, on appointment all volunteers will benefit from the school's induction procedure which is set out more fully in the Staff Induction Policy.

Volunteers are required to read and sign the induction booklet (which is explained in more detail in the Staff Induction Policy) before the placement begins.

Sally Bean/Ellen Holliday are responsible for providing the volunteer induction, providing a copy of the induction booklet and the induction checklist. This will include an overview of the appropriate Health and Safety procedures and the school's Code of Conduct. Support and training will be discussed and reviewed to ensure the volunteer is provided with the skills and knowledge to safely and effectively contribute within school. All volunteers will be expected to adhere to the school's policies, procedures and code of conduct. Volunteering arrangements should be monitored and reviewed every term to ensure standards are being met and maintained.

There is no formal set working pattern for volunteering in school. An agreement would be made between the volunteer and the member of staff they are working with. Volunteers are requested to give adequate notice if they wish to conclude their services. Teachers plan work for volunteers and therefore require advance notice if the volunteer's services are no longer available.

For 'one off' volunteers (who are usually parents offering to assist with school visits or events such as the school float or Sports Day), the following arrangements must be followed:



- Parents must read the trip information cards available in every class before the trip begins. If possible, a meeting should be held for all parent volunteers detailing the learning objectives, itinerary and expectations beforehand
- Volunteers must not be left alone and unsupervised in charge of children
- They should not take pictures of children on their mobile devices
- They should not take a single child, other than their own, into toilets
- Volunteers who visit the school on occasional basis and are closely supervised by a member of staff will not require DBS clearance, but must never be left alone

9. Dealing with Problems

9.1 Problems with Volunteer Capability

Where the supervisor / class teacher identifies a problem with the volunteer's capability:

- Any minor concern should be dealt with informally by the class teacher and a reasonable timeframe agreed for improvements to be made
- If the required improvement has not been achieved the volunteer will be informed that their services are no longer required
- A note of the concerns and any actions would be compiled by the headteacher and stored securely in school

9.2 Problems with Volunteer Conduct

All volunteers are expected to adhere to the schools Code of Conduct. Where conduct falls short of the expected standards, the following procedure should apply:

- Any minor concern should be dealt with informally by the class teacher
- Where the problem is of a more serious nature, the headteacher will notify the volunteer of the conduct causing concern, stating that the volunteer is in violation of the school's Code of Conduct and the volunteer must leave with immediate effect
- Copies of all notes and correspondence should be placed in the volunteer file

9.3 Problems Relating to Safeguarding

Where a problem is identified relating to the volunteer which has potential implications under Child and Adult Safeguarding Procedures:

If a concern is identified that the volunteer has:

- Behaved in a way that has or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates she/he is unsuitable to work with children

Or

- If a concern has arisen outside of the volunteer's role, e.g. if someone is alleged to be abusing their children at home

Then the appropriate safeguarding procedures should be followed, including referrals to the Local Authority Designated Officer (LADO). Please see the School's Safeguarding and Child Protection Policy.

9.4 Problems Identified by the Volunteer with School/Staff

The problem should be discussed immediately with the volunteer and the supervisor in an attempt to resolve the matter informally. If the matter cannot be resolved in this manner the volunteer is advised to take the matter to the Headteacher. A regular volunteer may also make reference, if appropriate, to the Allegations of Abuse and Whistleblowing Policy. Any complaints of this nature should be discussed immediately with the Headteacher.



10. Visitor Specifics

- External doors and gates are kept securely closed and visitors are directed to the main entrance and reception area, where they are welcomed and asked for their details and for the name of the person they need to see
- Visitors sign in on arrival and sign out as they leave
- Visitors are given an identification badge which must be worn at all times. These MUST be returned to the school office as the visitor leaves
- Visitors must read the 'Visitor Information' leaflet prior to entering school
- Visitors are asked to wait in the entrance hall until the person they need to see arrives and this person will look after/monitor them for the duration of their visit
- The Caretaker or office staff check the identity of trade and work people and alerts senior staff to their presence. A contractor sheet is signed when trade/work visitors are in school
- Any member of staff must challenge any stranger they meet on the school site who is not wearing identification or is acting suspiciously
- Should any visitor (or parent) behave in an unacceptable or threatening manner they will be asked to leave the premises immediately by a member of the Senior Leadership Team. It must be assumed that there is the possibility of risking the safety of our pupils or staff

