

# Castleton&Glaisdale Federation

## Policy on Visitors and Volunteers Working with Children November 2017

It is our aim to involve parents in their children's education and to develop and maintain links with the local community. We actively encourage the involvement of parents and volunteers from the community in the work of the school, both during school hours and in extra-curricular activities. However use of visitors and volunteers should be monitored and appropriate safeguards must be in place to ensure children's safety.

### General Guidelines

- A record of volunteers will be maintained.
- All visitors will sign in and out (visitors book in foyer)
- The volunteer will be required to complete a form which gives permission to obtain a character reference and a disclosure application form (Disclosure Barring Service). They will be given a summary of this policy.
- There is no guarantee that a volunteer will be found a placement.
- The placement should be mutually beneficial to the school and volunteer.
- The volunteer must be briefed on policies, expectations, fire procedures, child protection etc.
- We are committed to the rights of the child, the child's safety and emotional well-being, and to protecting the child from all forms of abuse. We therefore reserve the right to refuse voluntary help, and to terminate or vary a placement at any time without prior notice.
- Visitors/volunteers are covered by school insurance.

### Management of Volunteers

#### The school will ensure that:

- Volunteers are given suitable induction at the beginning of their placement.
- The volunteer is given a named contact person who will review their work and assist the volunteer.
- Regular supervision of the volunteer is provided, appropriate to the task undertaken and the needs of the volunteer.
- The volunteer's role, including status with pupils, will be made clear.
- Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in.
- Volunteers will be given guidance on child protection issues and procedures, especially pupils disclosing possible abuse.
- The School's policies including the Health and Safety Policy and Equal Opportunities Policy will be explained to volunteers at the outset.
- The volunteer will be within sight lines of a school member of staff at all times when working with children.

## **Support to Volunteers**

- Show appreciation for the volunteer's work
- Ensure volunteers have appropriate and up-to-date information they need to do their work.
- Ensure that they are introduced to staff and other volunteers and have access to a support network.

## **Confidentiality**

***Volunteers are expected to understand that information relating to pupils, parents and staff is confidential***

Information about volunteers is confidential, and application forms and personal details must be kept securely and not divulged to others except on a need-to-know basis.

## **Visits in a Professional Capacity**

We value the specialist knowledge and enrichment that professional visitors bring to children's learning. The standards outlined above for volunteers apply equally to people visiting in a professional capacity.

### **In commissioning a visit, school staff will consider:**

- How the visit enhances the programme of work;
- The organisation of pupils, resources, time.

### **It is expected that:**

- The visitor is briefed on the audience;
- The teacher is present throughout the visit;
- If the visit has separate groups the visitor is supported by a member of staff.
- Any fees have been agreed;
- The visit is managed so that the visitor takes away a good impression of the school;
- The visit is reviewed and the impact of the visit is evaluated.

## **Other Visitors**

Other visitors will be accompanied at all time. Contractors and others working on site for extended periods will be given specific instruction on protocols, no-go areas and expectations.

**Review November 2020**