

ASHTON GATE PRIMARY SCHOOL



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. Ashton Gate Primary School 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 Ashton Gate Primary School, 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 Head of School who has responsibility for the organisation and/or placement of such individuals.

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.

All adults will be provided with a Code of Conduct to which they must adhere at all times.

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 Executive Headteacher, Heads of School or Assistant Headteachers. A copy of the Confidentiality policy will be provided as part of the volunteer induction pack.

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 that will be provided as part of the volunteer induction pack. 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) 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 who will report them to the School Business Manager.

Safeguarding Children

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

- I. All visitors and volunteers are provided with a copy of the school's Child Protection policy and Safeguarding Statement.
- II. Visitors and volunteers must wear an identification badge whilst on the premises
- III. All volunteers must sign a New Volunteer Declaration
- 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 Disclosure and Barring Service (DBS) check.
- VI. Anyone visiting or volunteering on a regular basis and who has access to children *must* have a full, up to date DBS check.

Complaints Procedure

Any complaints about a visitor or volunteer will be referred to the Executive Headteacher, Heads of School or Assistant Headteachers. Any complaints made by a visitor or volunteer will also be referred to the Executive Headteacher, Heads of School or Assistant Headteachers.

The Executive Headteacher 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.

Volunteer Induction Pack

All volunteers will be provided with an Induction Pack and must complete a New Volunteer Declaration prior to starting any volunteering.

Monitoring and review

This policy will be reviewed annually or in the light of new guidance from the Department of Education or the Local Authority.

Dated: October 2022

Review: October 2025