



## Policy for Visitors and Volunteers working in school

**The school's volunteer policy is part of the school's safeguarding systems.**

### **Introduction**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Headteacher, staff and Governors therefore welcomes and encourages parents and carers to volunteer their support in school.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers engage in, on behalf of the school, can include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

### **Safeguarding and Child Protection**

Park Mead Primary School is committed to safeguarding children and expects its volunteers to share that commitment.

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures, relating to safeguarding and visitors and volunteers, in school:

- All volunteers are given a copy of the *Procedures for Visitors and Volunteers Agreement* alongside this policy and asked to sign it (Appendix 1)
- All volunteers and visitors are provided with the Park Mead visitor's booklet which contains information relating to safeguarding children and how to report concerns (Appendix 2)
- A register and overview timetable will be kept in the school office of regular volunteers and their DBS checks recorded on the school's Single Central Record (SCR).
- All of our volunteers who are considered to have '*substantial access*' to children must have been cleared by the Disclosure and Barring Service and hold an up to



date DBS certificate affirming this. The school can provide information to potential volunteers for how to apply for a DBS certificate.

- Where a volunteer is engaged in a 'one-off' supervised activity in school, no formal checks are required. However, such volunteers will be under the constant supervision of school staff who hold DBS checks. This will be in agreement with the school safeguarding coordinator and Headteacher.
- Any concerns a volunteer has about child protection issues or safeguarding should be immediately referred to the class teacher, or one of the school's designated safeguarding leads (DSLs).
- Visitors and volunteers must wear an identification lanyard whilst on the premises which will be provided when they sign into the school at the office.
- Visitors and volunteers must adhere to the school's health and safety policy whilst on the premises, an overview of which is detailed in the '*Procedures Agreement*' (Appendix 1)
- Visitors and volunteers must sign out when they leave the premises.

The above bullet points are informed through regular internal risk assessments and updates from the Government or Surrey Safeguarding Children Board (SSCB)

## **Becoming a Volunteer**

Anyone wishing to become a volunteer, either for a one off event or on a more frequent basis, should approach their child's class teacher or speak to the school office. Requests for volunteers from staff will be made as required by class teachers via a variety of sources: Parentmail, classroom window posters etc.

## **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;
- create a happy, stimulating and secure environment based on mutual respect in which all children can develop fully; intellectually, socially, emotionally, physically and creatively;
- provide a rich, diverse and balanced curriculum, accessible to all through effective planning, excellent teaching, stimulating activities and the use of high quality resources;
- promote the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- empower all children to become enthusiastic, confident and independent lifelong learners, enabling them to become effective and responsible members of society;
- generate a caring yet disciplined atmosphere where expectations are high, success is celebrated and individual contributions valued;
- uphold the spiritual, moral and cultural values of the school community and



promote a healthy lifestyle, encouraging children to reflect on the consequences of their actions;

- encourage parents and carers to become actively involved in their children's education and develop positive working relationships with local schools and outside agencies.

**Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated class teacher and NOT with the parents of the child. Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with their class teacher, Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

**Health & Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, other member of staff or Headteacher.

**Complaints Procedure**

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

Agreed by the Governing Body on.....Spring 2019.....

Signed by:.....

Date:

Chair of the Governing Body

Review Date: Spring 2020



## Appendix 1

### Procedures for Visitors and Volunteers Working in School Agreement

Dear Parents, Visitors and Volunteers,

Welcome! We are delighted that you are able to spend some of your valuable time with us. It is very important for pupil's social and learning development that they have the opportunity to work with a variety of adults and experience positive role models.

**The safety of our children is paramount and therefore this policy has been put in place to ensure that visitors to our school are carefully checked and monitored during their time here and understand how to support the school in safeguarding children.**

Please take some time to read the following information:

Head of School	Mr Neil McAuliffe
Assistant Headteacher	Mrs Caroline Baker/Mrs Claire Fisher
DSLs (Designated Safeguarding Leads)	Mr Neil McAuliffe , Mr Jack Driscoll, Mrs Caroline Baker

- **Visitor Lanyard and Safeguarding Booklet:** upon arrival at the school please ensure you enter your name and time of arrival in the visitors' book at the reception desk and obtain a visitor lanyard. You will also be given a Park Mead Visitor's Booklet with an overview of our safeguarding and health and safety procedures in school. Upon departure from school, please sign out of the visitors' book with your time of departure.
- **DBS Checks:** all volunteers working in a '*substantial*' or unsupervised capacity with children must be DBS checked.
- **Fire Drill:** please familiarise yourself with fire drill procedures clearly displayed in each classroom for your own safety.
- **Emergency exits:** are clearly marked together with notices displaying escape routes throughout the building.
- **Fire Bell:** if a continuous bell sounds please vacate the building by the nearest exit and meet on the school playground to the rear of the school.
- **Accident Procedure:** all accidents must be reported to a member of staff. All injuries, no matter how small, incurred on the school premises must be entered in the Accident Book, which is kept in the school office
- **Confidentiality:** I agree to treat any information obtained about a child from being a volunteer in school as **strictly confidential**
- **School Code of Conduct:** the school code of conduct is displayed in each room and we would ask you to support us in reinforcing this with the children.
- **No Smoking/Vaping policy:** our school is a "smoke and vape free zone". All visitors are requested to refrain from smoking in any part of the school or its grounds.



- **Valuables:** visitors are reminded to keep their valuables in a safe place at all times
- **Ladies and Gents toilets** are situated to the right of the entrance foyer and in the corridor leading to Year 5 & 6.

<u>SCHOOL HOURS</u>	<u>Lower School</u>	<u>Upper School</u>
Start:	8.55am	8.55am
Break:	10.15 – 10.30am	10.15 – 10.30am
Lunch:	12.05 – 1.30pm	12.15 – 1.20pm
Finish:	3.20pm	3.20pm

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Finally, we welcome your comments via class teachers and once again thank you for your time!

Mr McAuliffe

Headteacher

Appendix 2 – Visitor Booklet

**Safeguarding and Child protection**

Park Mead Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

If you hear or witness anything during your visit that gives cause for concern, or you have any questions, please fulfil your duty of care to speak to a member of staff or one of the school's Designated Safeguarding Leads.

**Child Protection Team:**  
Chris Elston: Lead DSL  
Jack Driscoll: Deputy DSL  
Caroline Baker: Deputy DSL  
Andy Clark: Deputy DSL:

Don't think "What if I'm wrong?"  
think  
"What if I'm right?"

**Health and Safety**

**Visitor Lanyard:** on arrival at the school please ensure you enter your name in the visitor book at the reception desk, read the school's safeguarding policy and obtain a visitor lanyard. When you leave the school please sign out and return your lanyard.

**Emergency:** should the fire alarm sound, please leave the building by the nearest safe exit and proceed to the fire assembly point on the main play ground. Please make yourself known to a member of staff. Do not re-enter the building until you are told to do so by a member of staff. If you will require assistance to exit the building, in the event of a fire alarm, please inform a member of staff when you sign in.

**Smoking:** The school operates a strict no smoking policy.

**Personal Property:** The school cannot be held responsible for any loss or damage to vehicles and/or personal possessions whilst using or visiting the premises. If you have valuables you wish to be locked in the school safe during your visit, please ask a member of the office staff.

The use of mobile phones and other internet enabled devices is prohibited to visitors whilst on site and these should be kept switched off during your visit or handed into the office for safe keeping.






**RESPECT RESPONSIBILITY**  
**KINDNESS**




Our aim at Park Mead is for every child to fulfill their potential through fostering an outstanding learning environment which maximizes **Motivation, Independence, Enjoyment and Challenge**

We hope you enjoy your visit to our school.





