

VISITORS, VOLUNTEERS AND PLACEMENTS 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. St Peter's welcomes and encourages them.

Visiting and Becoming a Volunteer

We have many requests from a variety of people who wish to visit, volunteer or carry out placements. These may be parents of children at St Peter's, 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 Headteacher 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 within the teachings of the Catholic church.
- 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.

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 Head or Deputy Head. Conversations heard within the school should not be repeated. Any breach of this will result in the placement being cancelled.

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 available on request and on our website. 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.

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 given a copy of this policy.
- II. Visitors and volunteers must wear an identification badge whilst on the premises
- III. All volunteers must sign a Visitors and Volunteers Agreement (appendix 1)
- 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 DBS check.
- VI. Anyone visiting or volunteering on a regular basis and who has substantial access to children *must* have a full, up to date DBS check (to be determined by the Head if necessary).

Complaints Procedure

Any complaints about a visitor or volunteer will be referred to the Head or Deputy Head. Any complaints made by a visitor or volunteer will also be referred to the Head or Deputy Head.

The Head 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.

Space in School

As with many schools we have very limited space at St Peter's which can cause some difficulties when accommodating additional people. We request that those who are not employed by the school do not park in the school car park.

Additionally, due to limited space and seating in the staff room we request that at break-times any students on work experience go outside with the children.

Other volunteers and visitors are asked to take their break at 10.15 or 10.45am (either side of the main break) either in the staff room if it is not in use, just outside it in the foyer area or back in class (as long as no hot drinks are in the close proximity of children).

At lunchtime students on work experience are asked to eat their lunch in a classroom or the group room. Other adults, including trainee teachers, are asked to eat their lunch immediately at 12.00 in order to ensure sufficient space is available for staff from 12.30 when the majority of teachers will come to the staff room to eat.

We hope you do not take offence at these requests but with so many people in school nowadays it is necessary in order to ensure that everyone can have a comfortable break.

Written – January 2015
Reviewed October 2017

**St Peter's RC Primary School
Visitors and Volunteer Agreement**

Thank you for visiting, offering your services as a volunteer or requesting a course placement at St Peter's Primary School. Your help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Agreement and hand it in to the school office.

- I have received and read the Visitors and Volunteer Policy
- I agree to support the school's Aims and Values
- I agree to treat information I learn from being in the school as confidential

CRB/DBS Check – circle as appropriate Yes No Applied for

If you already have a CRB/DBS certificate, please hand it to the school office and a copy will be made for the school records. Thank you.

Signed.....

Name.....

Date.....