

LANGDON PRIMARY SCHOOL

Visitors and Volunteers in School Policy

Created Spring 2011

Reviewed by Staff Autumn 2015

Due for review Autumn 2017

Policy on Visitors and Volunteer Helpers in School

1 Introduction

- 1.1 We want our school to be open and welcoming to all who visit it. We also want to encourage parents and other adults to help teachers support our children's education in a variety of ways. However, our overriding concern is for the safety of the children in our care and of the staff who work in the school. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security and that visitors are welcomed into school with an understanding of our methods of security and of an expectation of mutual respect

2 Visitors

- 2.1 All visitors are expected to conduct themselves calmly and respectfully, to both people and property. Staff have the right to cease interaction with any person who is acting in an intimidating, rude or threatening manner.
- 2.2 The Head Teacher will request any visitor to leave the premises should any question as to the integrity of their behaviour be raised.
- 2.3 In cases where a meeting is held with a parent or visitor who may present a threat to a member of staff, either physically, emotionally or professionally, another member of staff should be present in order to witness conversations and agreed actions. The meeting should be minuted and minutes should be agreed by both parties.

3 Volunteer helpers

- 3.1 The school has a variety of adults working on the premises at any one time. They can be categorised as follows:
- 3.2 Paid full or part-time staff employed by the school:
- teachers;
 - teaching assistants;
 - SEN assistants;
 - site manager
 - dinner supervisors;
 - school secretaries;
 - instructors.
- 3.3 Adult workers employed by another organisation, for example
- peripatetic music teachers;
 - trainee teachers;
 - students on work experience;
 - LA advisers and inspectors;
 - health visitors;
 - grounds maintenance staff;
 - contract workers (e.g. an electrician or heating engineer);
 - School Improvement Partner [SIP].

3.4 Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- governors

3.5 Volunteer helpers support the school in a number of ways, including:

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organisation;
- helping with the supervision of children on school trips;
- helping with group work;
- helping with art or subjects involving other practical activities.

3.6 Volunteer helpers are not allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change very young children, or supervise them changing;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

4 Signing in

4.1 When visitors or volunteers arrive in the school, they must sign in at the reception desk. The signing-in sheet will give the date and time of arrival and purpose of visit. They must also sign out, stating the time they are leaving.

5 Police checks

5.1 For the children's safety, all unsupervised volunteer helpers are required to have clearance through the Disclosure and Barring Service (DBS) before they work in the school. Where volunteers are supervised by members of staff, they are not required to hold a DBS certificate.

5.2 The Headteacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

6 Deployment of classroom helpers

6.1 The deployment of volunteers who help in the classroom will be determined by the Head Teacher. It may be appropriate for a parent to support in their own child's classroom. This will only be allowed where the Head Teacher, in consultation with staff, feels that this will not be distracting for the child or place the staff or parent in an uncomfortable position.

7 Monitoring and review

7.1 The day-to-day monitoring of this policy is the responsibility of the Headteacher, who will report to the governors every two years, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

7.2 This policy will be reviewed by school staff every two years, or earlier if considered necessary.