

# LANGDON PRIMARY SCHOOL

## ***Visitors and Volunteers in School Policy***

***Created Autumn 2021***

***Reviewed by Governors 9.12.21***

***Due for review Autumn 2023***

# 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 safeguarding 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 Visitors and 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;
  - SEND assistants;
  - site manager
  - breakfast or dinner supervisors;
  - office staff;
  - coaches or 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 professionals;
  - grounds inspection or maintenance staff;
  - contract workers (e.g. an electrician or heating engineer);
  - collaboration school staff

### 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;
- running after school clubs or 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, safety and welfare of the child remains with school employed staff at all times.

## 4 Volunteer guidance

- 4.1 Before starting any voluntary work in school visitors and volunteers will be given a copy of the Student and Volunteer Handbook which summarises details of our main policies and procedures. Volunteers are expected to read this document prior to beginning any work in school.
- 4.2 A member of the teaching staff will be appointed to oversee the work of the volunteer or visitor in school. Any concerns about visitor or volunteer conduct will be promptly passed to the Headteacher who will address the concern and decide whether the visitor or volunteer should continue with their placement or whether further action should be taken.

## 5 Signing in

- 5.1 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.

## 6 Safeguarding Checks

- 6.1 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.
- 6.2 The Headteacher has the authority not to accept the help of volunteers if she believes it will not be in the best interests of the children.

## 7 Deployment of classroom helpers

- 7.1 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.

## **8 Monitoring and review**

- 8.1 The day-to-day monitoring of this policy is the responsibility of the Headteacher, who can, on request, report to the governors the impact of visiting teachers/professionals and/or adult volunteer helpers on the learning of the pupils and the management of the school.
- 8.2 This policy will be reviewed every two years, or earlier if considered necessary, and then ratified by the Governing Body.