

Furneux Pelham C of E School	Policy: Volunteer and Visitor	Date: October 2020
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Introduction

Together we care, inspire and achieve excellence.
“As each one does its part, the body grows in love.” Ephesians 4:16

At Furneux Pelham School we encourage parents and other adults to visit the school to support and enrich the children’s learning. This document sets out our school’s Volunteer and Visitor policy. Its purpose is to ensure that the children benefit from as much outside help and support as possible, whilst being kept safe and secure.

School personnel aim to receive all visitors and volunteers courteously and make sincere efforts to provide them with any information they may need to ensure a cooperative relationship between home, school and the wider community.

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

Paid full- or part-time staff employed by the school which may include:

- Teachers
- Learning Support Assistants (LSAs)
- Nursery nurse
- Caretaker
- Cleaner
- Mid- Day Supervisors (MSAs)
- School Business Manager
- Administrative staff

Adult workers employed by another organisation which may include:

- Peripatetic music/ sport/ art teachers
- Cooks and other staff working in the kitchen
- Trainee teachers
- LEA advisors and inspectors
- School nurses
- Grounds maintenance staff
- Contract workers (for example an electrician or heating engineer)
- Representatives of companies offering educational experiences i.e. workshops, sports coaches etc.
- Before and after school clubs

Volunteer helpers and other visitors which may include:

- Parents or other adult helpers working alongside teachers
- Adults seeking employment in school
- Governors
- Students on work experience and their mentors
- Students from higher education on placement and their tutors.
- Prospective parents
- Staff from other schools

Requirements of Volunteers and Visitors

1. All visitors shall report to the school office when arriving or leaving the school premises. Notices shall be displayed indicating that all visitors are required to sign in at the school office and obtain authorisation. In the interest of safeguarding pupils and to protect visitors from allegations, all visitors who need to enter the building must do so by the front entrance only.
2. All visitors shall be requested to wear an appropriate form of identification when on school premises.
3. All school visitors must comply at all times with the school's policies, administrative rules and regulations.
4. Visits may be prohibited at certain times such as during standardised testing or other assessments.
5. The Headteacher has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the staff or pupils.

Volunteer helpers

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

- supporting individual pupils;
- hearing pupils read;
- testing times tables with groups of children;
- helping with the supervision of children on school trips;
- helping with group work;
- helping with art, DT or subjects involving other practical activities.

It is the policy of this school that volunteers will not necessarily support in their own children's classroom: this is at the teacher's discretion. Helpers will be asked to support in classes where there is the most need for individual support. When volunteers support a school trip they will usually be supporting their child's class, although the class teacher may decide not to place the volunteer in the same group as their child.

Volunteers will not be expected to take responsibility for a whole class.

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

All potential volunteers will be given a copy of our Volunteering in School Helpers Handbook.

After School Clubs

In order to maximise opportunities for children, volunteers from the school community who have the appropriate coaching qualifications may lead after school clubs. As long as the required insurance is in place, and qualifications have been checked, volunteers may lead these clubs independently.

Special Situations

Both custodial and non-custodial parents of pupil have rights to visit the child's school unless a court order exists restricting such contact. In the event that a noncustodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.

Child Protection

For the children's safety, all volunteer helpers are required to have a completed Disclosure and Barring Service check (DBS, formerly CRB) before they can work in the school. This is a process initiated by the member of staff who has approached, or been approached by the new volunteer. As of November 2014 all staff, third party providers and volunteers are also required to complete a Disqualification Disclosure as

directed by the Department for Education. If a positive declaration is made then the staff member or volunteer must obtain an Ofsted waiver before they can continue working/volunteering. This must happen with immediate effect.

All volunteer helpers will be given training covering safeguarding and the procedures and policies that are followed in school to ensure the safety of children.

Visitors, who are in school for a "one off" visit, perhaps to talk to a class, attend assembly, observe a lesson or tour the school do not require a DBS check, but must be chaperoned.

Exceptions to Visitor Requirements

Parents who are bringing or collecting pupils on a daily basis and handing them over in the playground are not classed as entering the building and only need to sign in if staying beyond normal delivery and collection times. Parents are not expected to sign in during school hours for events such as sharing assemblies, sports day etc. Parents should always restrict their visit to the part of the school where the event is being held. If they need to visit another part of the school they need to inform the school office and sign in to cover fire safety and safeguarding regulations.

During 'Watching Week' parents are invited to watch their child during after-school sports clubs in the school grounds. This will normally happen at the end of each half term. On these occasions parents may enter the playing fields by the side gate.

Equality and Diversity

All adults are welcomed as potential volunteers at the school and will be treated fairly and with respect.

Monitoring

The governing body monitor the effectiveness of the volunteer's policy as part of its policy review programme.

Volunteer leaflet for occasional activities / workshops / trips



Thank you for volunteering to help us today.

As a volunteer you have a valuable role to play in the success and safety of children.

Whether in school or on a school trip you will be under the guidance and supervision of the teacher who is in charge and who has responsibility for the group. Ask for guidance from the teacher if needed. (There is no such thing as a silly question!)

In case of emergency or if there are issues with first aid, safety and/or behaviour always speak to the member of staff in charge. There will be at least one trained first aider on any trip.

Tea and coffee is not charged for and is available in the food tech room. You can also leave your coat etc here.

Role of the volunteer helper:

- Be responsible and look after, in equal measure, the children in your group, including learning their names and if appropriate being familiar with their medical needs.
- Stay with your allocated group of children, ensuring their well-being and safety is maintained for the total duration of the activity or trip. Please ensure that the teacher is aware if you need to leave the classroom.
- Model and promote polite, respectful and courteous behaviour towards each other, workshop leaders and if on a trip, members of the general public.
- If you are outside school ensure that your group keep up with the main body of the school party, be it walking, entering or exiting from transportation or following speakers.
- Please encourage the children to think about the task and help them by explaining areas of interest.

Mobile Phones

Mobile phones **must not be used** when you are working with children and should be on silent or switched off. [The **only** exception to this would be in an emergency on an off site visit and if the class teacher was not able to make a call]

Do not take photographs or videos of any children [including your own] on your phone.

To avoid any mis-understanding we ask that if you do need to use your phone you leave the school premises.

THANK YOU – WE APPRECIATE YOUR HELP

Visitors and Volunteers policy: coronavirus addendum

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal policy, and should be read in conjunction with that policy. Unless covered here, our normal policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

This addendum reflects the latest guidance from the Department of Education.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#educational-visits>

The guidance states that visitors may attend our school, as before. Some volunteer agencies have decided to cease sending volunteers into school whilst this guidance is in place. As we are minimising visits from parents into school, parent volunteers will not be visiting the school whilst this guidance is in place.

Supply teachers, peripatetic teachers and other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, and ensure that the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups, are addressed. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school's control measures and ways of working during the autumn term. Schools should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.

The following documents detail the adaptations to our visitor policy during the academic year 2020-21, these should be referred to in conjunction with this policy.

- *1 to 1 working Risk Assessment*
- *Small group working Risk Assessment*
- *Covid – Visitor Protocol*
- *Face to Face Interviews Protocol*
- *New Potential Parents Protocol*