



South Hetton Primary School

Visitors & Volunteers Policy



Date Reviewed	May 2024
Next Review Date	May 2025

1 Introduction

1.1 We want our school to be open and welcoming to all visitors. We also want to encourage others that would like to help support our children e.g. parents and other adults to help teachers in a variety of ways. However, our overriding priority is for the safety and well-being of the children in our care. 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 most stringent security.

1.2 The school has a variety of adults visiting and/or working on the premises at any one time. They can be categorised as follows (but may include others):

1.2.1 Paid full- or part-time staff employed by the school:

- teachers;
- teaching assistants;
- HLTA;
- Apprentice;
- caretaker;
- cleaners;
- dinner supervisors;
- school office staff.

1.2.2 Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- LA advisers and inspectors;
- health visitors;
- social workers;
- grounds maintenance staff;
- Contract workers (e.g. an electrician or heating engineer).

1.2.3 Adult Volunteers:

- parents or other adult helpers working alongside teachers;
- students on work experience.

This policy sets out the arrangements for visitors and adult volunteers.

2 Adult Volunteers

- 2.1 Volunteers 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 library sessions;
 - helping with art or subjects involving other practical activities.
- 2.2 Volunteers are **not** allowed to do the following activities:
- take responsibility for all or some of the whole class;
 - change 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.

3 Signing in

- 3.1 When visitors / volunteers arrive in the school, they must sign in at the main entrance by the electronic signing in screen. They will be given a visitor's sticker, which they must wear at all times when on school premises. They must also sign out and return their sticker before they leave.
- 3.2 All visitors and volunteers will read the safeguarding screen and be expected to follow the guidance on that document – photographs of the Designated Child Protection staff in school are also displayed in the foyer

4 Police checks

- 4.1 For the children's safety, all volunteers that are working with children *on a regular basis* are required to have enhanced police clearance through the Disclosure and Barring Service (DBS) before they work in the school.
- 4.2 The Head Teacher has the authority not to accept the help of volunteers if they believe it will not be in the best interests of the children.

5 Deployment of adult volunteers

- 5.1 The volunteer's role is to support the class teacher and maximise support for pupils and as such they will be placed appropriately according to need. A discussion will take place regarding the teacher's needs and the volunteer's interests and skills. Typically, a volunteer might support the teacher in preparing resources for lessons, doing administrative work such as photocopying, and working with a group of children or individual children in the classroom.

5.2 It is the policy of this school that parent volunteers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation.

6 Monitoring and review

6.1 The day-to-day monitoring of this policy is the responsibility of the Head Teacher, who will report to the governors annually, stating the number of adult volunteers in the school, and summarising their value to the children.

6.2 This policy will be reviewed by the governing body annually, or earlier if considered necessary.

Protocol for Visitors and Adult Volunteers

This document is intended to give **all visitors and adult volunteers** a brief overview of our Safeguarding and Child Protection procedures.

At South Hetton Primary School we welcome all visitors and adult volunteers. Safeguarding and Child Protection is extremely important to all the schools' staff and pupils. We would appreciate it if all visitors to the school could make themselves aware of the procedures outlined in this document.

All Visitors to the School you **MUST** observe the following:-

- **Report to main reception upon arrival.** Our Office staff will ask to see your identification. They will not permit you to enter our building unaccompanied if they are unsure of your identity. Please do not be offended: we take the safety of our children very seriously.
- You will be required to **sign in** on the electronic screen at the main reception and **sign out** when you are leaving.
- You must **wear your visitor identification badge** and ensure it is clearly displayed on your clothing **at all times** whilst you are in the School.
- You will **be accompanied by a member of staff at all times** during your visit (unless you are a regular volunteer that has been given DBS clearance prior to your visit). Safeguarding our pupils is of paramount importance and checks are made on all staff and on adult helpers requiring DBS clearance. There are some exceptions to this, for example students from other schools. The following advice should be a helpful guide to adult helpers. If in doubt, please consult the Head Teacher.
- **Volunteers will be provided with an induction pack**, which includes the Safeguarding and Child Protection Policy, E Safety Policy, Mobile Phone and Social Networking Policy, Acceptable Use Policy and Data Protection Policy.
- **Visitors / Volunteers must follow class conventions, safeguarding procedures, rules and codes of conduct, and** treat every child in the class in the same way. They should familiarise themselves with relevant school policies and methods of teaching. Visitors / Volunteer helpers **must not use cameras or mobile phones whilst in classrooms or on the playground.** Smoking is not allowed anywhere on the school premises, including the car park.

What to do if you have a safeguarding or child protection concern:

In the event that you are concerned about the safety or welfare of a child please contact one of the Designated Safeguarding Leads at the School:

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Mrs Mayo



Mr Ruddick



Mrs Thompson



Miss Mann

As a visitor, please contact the Main Reception with any issues or queries. The issue will immediately be addressed and communicated to our Designated Safeguarding Lead Teacher.

If you are not satisfied that your concerns are being taken seriously it is your responsibility to take action. Please ring First Contact on 03000 267979 and tell them your concerns.

Thank you for taking the safety of our children seriously.