

Visitor and Volunteers Policy

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Last reviewed	September 2023
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Owner	Inclusion Team
Approver	Academy Council

Visitors and volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children. Airedale Infant and Junior School welcomes and encourages them.

Visiting and Becoming a Volunteer

We have many requests from a variety of people who wish to visit or volunteer. These may be parents of children at the school, 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 Senior Leadership Team who has responsibility for the organisation and/or placement of such individuals.

Statement of Ethos & Values:

At Airedale Infant and Junior School, we value all children as individuals and treat them with respect regardless of their age, gender, race, religion, ability, or background. We strongly believe that every young person, regardless of their background or ability, has the right to a high quality education. At Airedale Infant and Junior, we aim to enable children to thrive and to reach their full potential ensuring they are fully equipped for the next steps within education and for adult life.

We build positive relationships within a nurturing environment and promote a 'can do, have a go' attitude which helps children to become more creative, resilient, and independent. Through developing these attitudes and skills, we see children have greater self-esteem and become more confident and considerate members of the whole school community. We want them to feel proud to be part of Airedale Infant and Junior School.

Our Values:

Our values of Ambition, Bravery and Respect run through everything we do here at Airedale, and we aim to instil these values in all of our pupils. We want to help develop our children into happy, well-prepared and confident young children, who adopt an 'I can' mentality and aim high in all they do. To enable us to achieve this and be the very best we can be, we are committed to working in partnership with pupils, their parents/carers, and the community. Our absolute aim is to make the most of every young person's time with us.

- **Ambition:** We want our pupils to be ambitious and strive to be the best they can possibly be both academically and personally. We endeavour to ensure that they believe in themselves and realise through working hard they can achieve great things within school and beyond.
- **Bravery:** We aim to instil a sense of bravery within our pupils and create an ethos where it is ok to make mistakes as long as we learn from them. Our pupils are taught to celebrate their individuality and to formulate their own opinions, expressing them maturely.
- **Respect:** Our pupils are taught to be respectful citizens within school and wider communities. Showing compassion, understanding and tolerance towards others regardless of their age, gender, race, religion, ability or background.

Confidentiality

Visitors and 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 or a member of the Senior Leadership team. Visitors and volunteers concerned about what another adult in the schools says or does, should raise the matter directly with the Head Teacher.

Supervision

All visitors and volunteers are under the supervision of a 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 from the Senior Leadership Team or to download from the school's website. Teachers ensure that visitors and volunteers are made aware of any emergency procedures (e.g. fire alarm, lockdown procedures) and about any safety issues associated with a particular task. Visitors and volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the teacher. Visitors and volunteers must not deal with any situation regarding a child's personal hygiene, administer medicine or give first aid.

Safeguarding

The welfare of our children is paramount. To ensure the safety of our children we adopt the following procedures:

- All visitors and volunteers are given a copy of the Visitors and Volunteers Policy
- All volunteers must apply, providing school with key information (appendix 1)
- All volunteers must sign a Visitors and Volunteers Agreement (appendix 2)
- All volunteers supporting on a school trip must sign Volunteers Educational Visit Agreement (appendix 3)
- The school reserves the right to ask for a character reference if necessary
- We encourage *all* visitors and volunteers who work with children to have a Disclosure Barring Service (DBS)
- Anyone visiting or volunteering on a regular basis and who has substantial access to children *must* have a full, up to date DBS check.
- All visitors and volunteers must sign in at Reception and wear the provided identification badge whilst on the premises
- Under NO circumstances must you work alone with a child without DBS

How to respond to a disclosure

- Use open non leading questions
- Record exact wording
- Report to a member of the safeguarding team (see attached Induction Sheet)
- It is imperative that everything remains confidential.

Complaints Procedure

Any complaints about a visitor or volunteer will be referred to the Senior Leadership Team. Any complaints made by a visitor or volunteer should be referred to the Head Teacher.

The Head Teacher reserves the right to take the following actions:

- To speak with the individual about a breach of our agreement and seek reassurance this will not happen again
- Offer an alternative placement in another class
- Inform the visitor or volunteer that the school no longer supports their attendance at school.

Safeguarding Induction Sheet

(For all new staff, supply staff and visitors working with children)

We all have a statutory duty to 'promote and safeguard the welfare of children'
(Section 175 Education Act 2002)

If you have any concerns about the health and safety of any child in this school, or feel that something may be troubling them, you must share this information with an appropriate member of staff straightway. Some issues e.g. a child's appearance, hygiene or general behaviour can be shared with any teacher or member of support staff.

Do not worry that you may be reporting a small matter - we would rather you tell us things -than we miss a worrying situation.

If you think however, that the matter is serious and may be related to a child protection concern i.e. physical, sexual, emotional abuse or neglect, you must talk to one of the people below immediately.

Any allegations or disclosures involving a member of staff needs reporting directly to the Head Teacher immediately, unless the allegation involves the Head Teacher and then the concern needs reporting to the Chair of Governors.

The staff you should talk to at this school are:



Mrs K McKechnie
Head Teacher



Miss L Clarkson
Assistant Head Teacher



Mrs L Wells
Learning Mentor

The Safeguarding Governor and Chair of the Academy Council is Mrs Sharon Butterfield
Mrs Butterfield can be contacted via the school office.

Thank you for supporting and safeguarding the children at our school

Appendix 1



Volunteer Application Form
For New Volunteer

Forename: _____

Surname: _____

Date of Birth: _____

Address: _____

Landline Number: _____

Mobile Number: _____

Email Address: _____

Emergency Contact No: _____

Emergency Contact name and relationship: _____

What activities/areas of the schools work would you like to help with? _____

Are there any particular age groups/classes you would like to work with? _____

Do you have any disabilities/needs we need to take into account in order to allow you to work as a volunteer? (Please give details). _____



Visitors and Volunteer Agreement

Thank you for visiting or offering your services as a volunteer at Airedale Infant and Junior 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 to a member of the Senior Leadership Team. You will receive a copy of it for your records.

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

DBS Check - circle as appropriate

Yes

No

Applied for

If you already have a DBS certificate, please hand it to a member of the Senior Leadership Team and the details will be taken for the school records.

Name: _____

Signed: _____

Date: _____

SLT to complete:

SLT Signature: _____

SLT Print: _____

DBS Number: _____

DBS Date of issue: _____

Class located _____

When in school _____

Date started _____

Appendix 3



Volunteer Educational Visit Agreement

Thank you for volunteering. School visits are an integral part of learning at Airedale Infant and Junior School and you will have an important role to play in ensuring the success and safety of this Educational Visit. The teacher (Trip Leader) has overall responsibility for the children at all times, but designates responsibility to voluntary helpers, who may have charge of a small group.

Please read this agreement, sign and return it to a member of the Senior Leadership Team. This forms part of our school's risk assessment planning.

The Role of a Volunteer Helper

- To be responsible for and look after, in equal measure, all of the children in your group
- To stay with your allocated group and ensure their well-being and safety for the duration of the trip
- To promote polite, respectful and courteous behaviour amongst the group and towards members of the public
- To ensure that your group keeps up with the rest of the school visit party
- To contact your class teacher/Trip Leader if there are issues with first aid, safety or behaviour
- To show a commitment to the group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and by helping to explain areas of interest.
- To follow guidance from school staff

Not permitted

- Please do not bring additional siblings on the school trip
- Please do not use your mobile phone unless the call or text is urgent
- Volunteers are not allowed to smoke, drink alcohol or engage in any illegal practices
- Volunteers are not allowed to take photographs of the children unless requested to do so by the teacher in charge on a school owned device.
- Volunteers are not allowed to buy their group treats e.g. ice cream, sweets, mementos etc. - before, during or after the school trip

Emergencies

Please inform a member of school staff as soon as possible. If you are separated from the rest of the school party, please telephone one of the staff members or the school.

I understand and agree to the conditions outlined in this agreement.

Name: _____

Signed: _____

Date: _____