

Springfield and Madley Brook Schools

Visitor and Volunteer Policy

Statement

The Schools value the input and support from both visitors and volunteers to enhance the learning for the pupils. The guidelines regarding safeguarding have been revised but we do not want this to affect the importance of the role of visitors and volunteers.

Aims

- To ensure the safety of pupils, staff, volunteers and visitors
- To ensure that volunteers and visitors to the Schools are aware of relevant safeguarding and health and safety issues

Volunteers

- Volunteers will receive an information pack prior to starting that includes Safeguarding information.
- All volunteers must sign in and wear a visitor's badge.
- Volunteers are not allowed unsupervised access to any laptops, computers or iPads and must not be given any IT passwords.
- Must follow current school policies on Safeguarding and Confidentiality.

DBS checks

- All volunteers working with pupils more than once a week must have a DBS check. Three supervised visits within 28 days are allowed prior to receiving a DBS check.
- All volunteers going on a class residential trip with Springfield must have a DBS check. This is not always the case with Madley Brook if they are part of a large group and under the supervision of a teacher.
- Once a DBS check has been returned and no risks identified then regular volunteers for Madley Brook may work unsupervised with children.
- Springfield School allows some DBS checked experienced volunteers to work on their own with children – see Volunteer Agreement form.
- All volunteers will complete a school application form and the 2 external references must be received by the School before completing the online DBS form. Once the references are returned, an appointment will be booked to complete the online DBS with Sarah Lainchbury or one of the Heads.
- The office will pursue references three times.
- For Springfield School, one of the Senior TAs is responsible for arranging volunteers and checking references.
- If a teacher wants to enquire if references have been returned then they should speak to the office at the Bronze Barrow.
- Any volunteer who has not received their DBS check back can start volunteering at the discretion of the Headteacher and subject to a risk assessment. The volunteer will have to have a List 99 check. They must not be left unsupervised with any child or children.
- A DBS is only valid if there is not 3 months gap in volunteering.

Parents / Carers

- Parents / carers will only be allowed through to the main school buildings when absolutely necessary. Parents / carers must sign in and wear a badge if they are moving beyond the school entrance.
- Parents / carers and family will not be required to sign in for concerts or assemblies. The senior member of staff leading will be responsible for ensuring all parents / carers and family leave the building.

Visitors

- All visiting professionals e.g. school tutors, doctors, contractors, therapists etc. must provide photo identification on their first visit and will always be required to sign in and wear a school visitors badge alongside their own identification.
- Regular third party users of the premises will sign a Transfer Of Control Agreement [TOCA] and wear their own identification or a school's visitor's badge.
- All educational visitors e.g. poets, artists, etc. must provide photo identifications and will always be required to wear a school visitors badge. They will not be left unsupervised and will be the responsibility of a named member of staff unless an approved DBS certificate has been seen. Sports coaches being left unsupervised by children must have a valid DBS certificate, indemnity insurance and produce a copy of their company's safeguarding policy and evidence of training.
- Visitors using the premises for a meeting or training session will have a specific visitor's badge.
- Work Experience students under the age of 16 are considered visitors to the school. They do not require a Disclosure and Barring Service [DBS] check but must provide photo identification on their first visit; will always be required to wear a school visitors badge and must not be left unsupervised with any child or children. Sixth form students are now required to have a DBS and this is the responsibility of their school or college to administer this prior to their volunteering.
- Sometimes it is necessary for people to use the toilet e.g. transport drivers or escorts, this is allowed as long as Admin staff know this is happening.

Monitoring

This policy is to be monitored by the Head teacher's, safeguarding Governors and Admin staff.



Springfield School

Volunteer Agreement

The protocol for volunteers at Springfield School states that they must not be left on their own at any time with a pupil or group of pupils. It has been agreed that special circumstances need to be considered for each volunteer therefore there are some exceptions to the rule.

A volunteer at Springfield School is able to be alone with a pupil or small group of pupils and carry out the role of a Teaching Assistant [TA] if they meet all of the following criteria.

The volunteer:

- has a DBS check

- is currently working in the school at other times e.g. lunchtime supervisor or part-time teacher / Teaching Assistant OR has previously worked in the school

- is familiar with the pupil / pupils

- is willing to be left on their own with a pupil or small group of pupils

Should a volunteer not meet the above the criteria but the teacher would like them to be left on their own with a pupil or small group of pupils, the Headteacher has the discretion to agree this.

The teacher or TA leading the class must be in agreement for the volunteer to be left on their own with a pupil or small group of pupils.

A volunteer who meets the above criteria must not be left alone with a pupil with specific complex needs e.g. severe epilepsy / severe behaviour difficulties unless they have had the necessary training.

If a volunteer is to be alone with a pupil during the night on a residential trip then written parental permission must be obtained for this.

Signed by volunteer Date

Print name

Signed by teacher Date

Print name

Signed by member of SLT Date

Print name

Agreement between Volunteer Helpers and Madley Brook School

Thank you for volunteering your time to support teaching and learning in our school. Volunteer helpers have an important role to play in providing staff with additional support, providing the children with other positive role models within the school environment and helping them to develop their skills in socialising and interacting with adults.

In return, we hope we can offer you the satisfaction of helping children learn, enjoying their company and being part of our lively enjoyable school community.

In order to comply with safeguarding requirements you must complete a Volunteer form on which you will be required to provide us with two referees and next of kin information. You must also produce photographic identification and complete a DBS Application on-line. Once we have received your references and clear DBS check you will be able to start volunteering.

Please read the following conditions carefully and if you are in agreement and willing to comply with our expectations please sign the agreement, keep a copy and return the original for the attention of Katherine Spencer, Headteacher.

As a volunteer helper I agree to the following:

- I will complete the required paperwork to comply with safeguarding requirements, sign in at reception and wear a visitors badge;
- I will provide a positive role model for the children at all times;
- I understand that, as a volunteer helper, any information that I become party to regarding a child's progress, level of learning, educational needs or patterns of behaviour will be totally confidential and I will not discuss it with any person other than the teacher.
- If parents ask me as a volunteer helper, about their child's progress I will refer to this agreement and ask them to speak to the class teacher who is the appropriate person to comment on their child's educational progress.
- I understand that, as a volunteer helper, any information that I learn about either Springfield or Madley Brook Schools is totally confidential and must not be discussed with anyone. I also understand that I must not divulge any information about the schools or pupils on any social networking site such as Face Book or Twitter.
- If I have any concerns about my role as a Volunteer Helper, I will initially discuss them with the class teacher and if this is not possible, refer to an assistant headteacher or headteacher

Signed	
Print Name	
Date	