

Trent CE Primary School Governing Body

VISITOR AND VOLUNTEER POLICY

# Inspired by Christ



## *Kindness Thankfulness Perseverance*

“A new command I give you: love one another. As I have loved you, so you must love one another” Inspired by Jesus’ example, the Trent school community aims to serve one another in love.

We show **kindness** to others because God has shown us great kindness.

We live **thankful** lives, because every good thing comes from God.

We **persevere**, not giving up, because God is our helper.

Approved by committee/GB	CSSW (Curriculum, Standards, Safeguarding and Welfare)
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## **Statement of intent**

This policy is designed to outline Trent's procedures regarding visitors to our school grounds.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

## **1. Legal framework**

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2020) 'Keeping children safe in education'
- The Childcare Act 2006
- Education Act 1996

1.2. This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Emergency Plan
- DBS Policy
- Contractors Policy
- Medical Policy
- Behaviour Policy
- Anti-bullying Policy

## **2. Authorisation**

2.1. Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office, who can be contacted on 0208 449 6875.

2.2. The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.

2.3. The school office should be contacted about a proposed visit at least 24 hours in advance. The school office will pass all details on to the headteacher for a final 'sign-off' before responding to the visitors and confirming the details of their visit.

2.4. Teachers, or other staff members arranging visitors to the school for educational purposes, will collate all of the above required information and pass this on to the school office for the headteacher's authorisation.

2.5. Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are able and happy to do so. The visitor will not be allowed into the school without the supervision of a member of the SLT, a teacher or a member of school office staff.

2.6. Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in section 4.

## **3. Safeguarding**

3.1. The school is committed to promoting the safety of all pupils, and may require visitors to undertake a DBS check depending on the purpose of their visit.

3.2. A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:

- Regular teaching, training, instructing, caring for or supervising pupils, if the individual is unsupervised.
- Regularly providing advice or guidance on physical, emotional or educational wellbeing.
- Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.
- All health care for children provided by, or under the direction or supervision of, a regulated health care professional.

3.3. The DSL and headteacher will be responsible for determining whether DBS checks need to be carried out, and ensuring that they are undertaken where required.

3.4. Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

3.5. The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

## **4. Visiting procedures**

4.1. All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the school office staff, and Sign-in, including: Name, purpose of visit, Name of pupil the visit pertains to/staff member who arranged the visit
- Display ID badge provided at all times while on school property
- Sign-out using the visitors' book upon departure
- Return ID badge to the school office before departure

4.2. Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.

4.3. Visitors will be advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

4.4. Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

## **5. Exceptions**

5.1. Visits to the school by contractors are governed by our Contractors Policy.

5.2. Visitors attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined in section 4.

5.3. Anyone attending school events will not go beyond areas of the school grounds where the events are taking place (e.g. the sports field, school hall).

## **6. Unidentified individuals**

- 6.1. It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.
- 6.2. Any such visitors will be directed to the school office where they can sign-in.
- 6.3. If a visitor cannot be identified, the headteacher will be informed immediately.
- 6.4. If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

## **7. Visitor conduct**

- 7.1. Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.
- 7.2. The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.
- 7.3. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises, therefore the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- 7.4. In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

## **8. Volunteer code of conduct- this page will be signed by volunteers.**

Volunteers are expected to maintain high standards of behaviour and conduct while involved in activities at school. The following is a guide to appropriate conduct while working in or on behalf of a school (including school trips, residential visits and out of school activities).

One should:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant, and a positive role model for pupils.
- Adhere to school policies, for example: Child Protection and Safeguarding, Health and Safety, Anti-Bullying, Behaviour etc.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all children and members of staff equally.
- Report any incident of bad behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from a supervising staff member and seek guidance through clarification where one may be uncertain of tasks or requirements.

- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising staff member any potential hazard in the workplace.
- Avoid waste or extravagance and make proper use of the resources of the school.
- Conduct work in a co-operative manner.
- Turn mobile phone off whilst on the school premises.

One should never:

- ‘Tell a child off’. As a volunteer, you are not expected to discipline children. If there are any problems, inform the class teacher immediately and he or she will manage the situation.
- Shout, hit, threaten or manhandle a child.
- Take photographs in school without the prior permission of the headteacher.
- Work with children when you are not in the proper physical or mental state to do so. For example: under medication which makes you drowsy, or under extreme stress which may impair your judgement.
- Behave in an illegal, improper or unsafe manner, for example, smoking or drinking alcohol.
- Share your personal contact details with pupils or make personal arrangements to meet children outside school. This includes all social media, e.g. Facebook and Instagram.
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Give or receive (other than ‘token’) gifts, unless arranged through the headteacher, for example, outgrown sports kit, football boots or uniform. These would be given to the school, for the school to distribute accordingly.

## **9. Monitoring and review**

- a) This policy will be monitored and reviewed on a bi-annual basis by the headteacher.
- b) Amendments to the policy will be communicated to all relevant stakeholders.