



## **Context**

- Valence Primary School welcomes visitors from the local community and from a variety of outside agencies to promote learning and wellbeing through their experience and expertise.
- Parents, education specialists from local networks, students, teachers and community members make visits for meetings, volunteer work, assemblies, demonstrations and workshops.
- We support members of the community who wish to work as volunteers in School. There are two main ways of helping: -
  - a) Occasional support e.g. trips, sports events or school events such as fetes. These are individual events and generally volunteers only commit themselves to one or two occasions.
  - b) Regular support. This is when volunteers offer regular weekly support to the school for a period of time.
- We offer work experience for young adults in training as well as young people wishing to have a work experience of school life.
- A variety of delivery staff, maintenance engineers and contractors carry out routine work on the school site.

## **Rationale**

- The safety and security of all students and staff is a priority.
- The safety and security of all visitors is a priority.
- Enhancement and enrichment of the on-going curriculum through specialist expertise is encouraged.
- Effective partnerships are developed with appropriate agencies, which contribute to the welfare, wellbeing and learning of the school community.

## **General Procedures**

- All volunteers must undergo an enhanced DBS check in order to ensure that the children are protected. Also, original DBS certificate must be presented for inspection on first day at the school.
- Volunteer protocol will be followed at all times.
- All volunteer records are kept in a file in the HR's office.
- All visitors must report to school reception to sign in.
- All visitors moving around the school site must wear a visitor's badge.
- All visitors must be made aware of emergency procedures by a member of staff supervising their visit. In addition, regular volunteers must be made aware of safeguarding procedures.
- If a member of staff is contacted by an outside agency or any individual requesting permission to visit lessons, observe teaching, attend assembly etc., permission must be obtained from SLT before any agreement is made.

- Speakers at assemblies/citizenship/lunchtime meetings, etc., need to be cleared through SLT.
- Any visitors on site who are not recognised, or who are not appropriately “badged” should be politely asked their business.
- Pupils should be encouraged to report immediately any visitor who is not “badged”.

### Specific Guidance for members of staff organising visits from external agencies

- Ensure the visitor/external agency complements the school’s planned curriculum.
- Be confident that the visitor/external agency has relevant experience, skills and expertise in the subject they are delivering.
- Before the visit, discuss with the visitor how the session fits in with the school’s curriculum.
- Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable, before the session.
- Inform visitor/external agency of: number, age and gender ratio of students, background, ethnicity and culture of students, special education needs (if applicable).
- Provide access to relevant school policies, e.g. Safeguarding and Child Protection, Fire Evacuation Procedure, Confidentiality, Whistleblowing and risk assessments as appropriate.
- Inform office, SLT and Year Leads of the presence and remit of visitor.
- Inform students in advance of the activity.
- Provide visitor with named contact.
- Organise, meet and greet arrangements and classroom/assembly lay out.
- Ensure relevant staff member (usually the class teacher) is present during session and responsible for monitoring behaviour.
- Ensure the activity meets Health and Safety guidelines.
- Ensure that the visitor/external agency is thanked for their contribution and where applicable fees are paid.
- Ensure that students given time to reflect on what they have learned.
- Ensure that an evaluation of the visit/placement is carried out as appropriate.

### Specific Guidance for Volunteers

Volunteers are welcome and Valence Primary School. We follow a rigorous recruitment procedure.

- 1) Candidate completes a '**volunteer form**', available at either office.
- 2) Volunteer form goes to Human Resources for interview, assessment and safeguarding checks.
- 3) Either – **Rejection** i.e. polite thank you or **Processed for Placement**; HR in consultation with SLT.
- 4) HR will explore applicant's form with them at interview. Double check I.D.; days and times available; qualifications; DBS; First Aid experience; reasons for volunteering; if person is a parent.
- 5) HR to go through basic protocol - not left alone with child/children, not allowed in staffroom (will need to know where to go re a tea break or toilet), dress code, confidentiality, safeguarding. Ensure the volunteer has read a copy of [Keeping Children Safe in Education Part 1 2019](#) and has a volunteer booklet on safeguarding as a quick reference. Volunteer to complete Staff Disqualification form, read supplementary guidance letter, sign childcare safeguarding confirmation, read and sign our confidentiality policy and complete DBS form. All paperwork to be returned to HR.
- 6) Following the interview: If the volunteer is not successful at interview then - **Rejection** letter at this point or HR consults with SLT to place the candidate. SLT will consult with teachers.
- 7) HR will offer a start date and confirm with all parties by email – candidate, teacher, SLT, office.
- 8) HR will add the candidate to the volunteer chart and monitor their attendance weekly with SLT.
- 9) SLT will follow up with a few drops ins e.g. is the arrangement with the teacher working etc.

Volunteer file is on Staff Drive containing Volunteer Form. Completed personal information to go to HR.