



Stoke by Nayland CEVC Primary School

Policy on Visitors and Adult Volunteer Helpers

1 Introduction

- a) We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety 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 best possible security.
- b) The school has a variety of adults working on the premises at any one time. They can be categorised as follows:
- c) Paid full- or part-time staff employed by the school:
- Teachers
 - Teaching Assistants
 - Caretakers
 - Cleaners
 - Midday Supervisors
 - Office Staff
- d) Adult workers employed by another organisation:
- Peripatetic music or PE teachers;
 - Trainee teachers;
 - LA advisers and inspectors;
 - Health visitors;
 - Grounds maintenance staff;
 - Contract workers (e.g. an electrician or heating engineer-see separate 'Contractors on Site Policy').
- e) Volunteer helpers:
- Parents or other adult helpers working alongside teachers;
 - Students on work experience.
 - Invited visitors to school
 - School governors
- f) Other Visitors:
- Members of the clergy
 - Members of the community
 - Representatives of different organisations.

This policy sets out the arrangements for visitors and volunteer helpers only.

2 Volunteer helpers 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 art or subjects involving other practical activities.

a) Volunteer helpers are not allowed to do the following activities:

- Take responsibility for all of the whole class;
- Take charge of changing children, or supervising 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. Visitors to School

Visitors to school are usually invited by the Headteacher or a member of staff. They will often be part of an assembly or bringing some particular skill or knowledge to present to a class. Before a visitor is invited to school, staff will check the appropriateness of the visitor for the focus of the visit with the Headteacher.

4. Signing in

When visitors/volunteers arrive in the school, they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

5. Safeguarding

At Stoke by Nayland CEVC Primary School we take the safety of our children very seriously. For the children's safety, a DBS check will be carried out for all volunteer helpers before they are allowed work in school on a *regular* basis. In accordance with national advice, working regularly means more than 4 times in 30 days, although this does depend on the type of activity and whether or not there is supervision.

The Headteacher has the authority not to accept the help of volunteers or visitors if he or she believes it will not be in the best interests of the children.

Regular volunteers including students are given safeguarding induction training. School age work experience students are advised of safeguarding procedures and health and safety matters. Volunteers must also sign our acceptable user of ICT policy

6 Deployment of classroom helpers

Helpers may be asked to support in classes in which there is the most need. Deployment is subject to the Headteacher and teachers' professional discretion. This might mean working in a class that your child is not in.

7 Monitoring and review

The day-to-day monitoring of volunteers and visitors to school is the responsibility of the Headteacher, who will report to the governors as necessary, via the Headteacher's termly report.

Signed: _____ (Chair of Governors.)

Signed: _____ (Headteacher.)

Date: March 2017

Review: March 2019