



# UPPER BEEDING PRIMARY SCHOOL

## VISITORS AND VOLUNTEERS POLICY

### November 2021

Visitors and volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children and we welcome, value and encourage 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 Upper Beeding Primary 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 Head Teacher who has responsibility for the organisation and/or placement of such individuals.

#### Aims and Values

All adults who work in our school, whether a paid members of staff or volunteers, are expected to work and behave in such a way as to actively support our school's aims and values listed below.

- We aim to safeguard and promote the welfare of all the children in our care by providing an environment in which they are safe and secure as well as being supported in their physical and emotional needs.
- We aim to provide a happy and healthy school environment where children and adults respect each other and take responsibility for their own actions.
- We support a policy of inclusion, where there are equal opportunities for all.
- We will provide a broad and balanced curriculum that will help children prepare for the opportunities and responsibilities needed for now and later in life.
- We expect everyone to achieve high standards of work and behaviour, both inside and outside school.
- We strongly believe that communication is crucial between all staff, parents and children and we will foster an ethos of openness whilst maintaining appropriate confidentiality.

#### Safeguarding Children

The welfare of our children is paramount. Volunteers will complete online safeguarding training and an online questionnaire: [https://my.thekeysupport.com/signup-for-elearning/64244204-835d-494d-b7a3-cd6834b89caf?src=stc\\_link](https://my.thekeysupport.com/signup-for-elearning/64244204-835d-494d-b7a3-cd6834b89caf?src=stc_link)

To ensure the safety of our children we adopt the following procedures;

- I. All volunteers must read KCSiE Part 1 prior to starting.
- II. All visitors are given access to a copy of this policy.
- III. Visitors and volunteers must sign in and wear an identification badge whilst on the premises at all times.
- IV. Mobile phones are not permitted to be used on school premises.
- V. All volunteers must sign a Visitors and Volunteers Agreement (Appendix 1).
- VI. If you are volunteering for off-site activities please read and sign (Appendix 2).
- VII. The school reserves the right to ask for a character reference if necessary.

VIII. Anyone visiting or volunteering at least once a month **must** have a full, up to date DBS check. If you have not, please see the School Business Manager.

### **Confidentiality and GDPR**

Volunteers in our 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 Head Teacher, or in the Head Teacher's absence, the Assistant Head Teachers or the SENDCo. Visitors and volunteers concerned about the behaviour of another adult in the school should raise the matter directly with the Head Teacher.

As a volunteer, visitor or someone gaining work experience, you are likely to come across confidential information about the school/West Sussex County Council (WSCC) and personal data about its current and former staff, clients, customers, partner agencies and third parties. This information may be in many forms including paper files, electronic and digital devices.

You must at all times respect all forms of personal information and not use the information for your own benefit or disclose the information, except where required, instructed or permitted to do so by law.

The wording in this agreement below reflects the requirements of WSCC to comply with the Data Protection Act and the General Data Protection Regulations (GDPR).

### **Confidentiality Agreement Declaration**

By signing this document I hereby agree that I will at all times, whether on work experience or during the course of my volunteering assignment and except where such information is in the public domain:

- Not reveal or use any personal or sensitive data stored or accessed by the school/ WSCC for personal gain;
- Not reveal or use confidential information regarding systems and programme design or data for personal gain;
- Not discuss any personal or sensitive data stored or accessed by WSCC with anyone who is not legitimately entitled to receive this information; discussion about personal or sensitive data should only be where it is necessary by the nature of work carried out on behalf of WSCC and during working hours;
- Use computer equipment and access the internet only when authorised to do so and only for official employer business, as unauthorised usage could result in damage to the equipment and loss of stored data;
- Undertake to familiarise myself with the data protection procedures set down by the WSCC as a result of the General Data Protection Regulations;

I understand that any breach of this agreement could result in the WSCC's sensitive and confidential personal data being disclosed to unauthorised users and recipients and that as a consequence, WSCC could be in breach of the Data Protection Act or the General Data Protection Regulations.

As such, WSCC will view any failure to adhere to this agreement as extremely serious and I understand could result in the cessation of my volunteer work or my work experience with immediate effect.

Nothing in this agreement prevents me from making a protected disclosure within the meaning of S.43A of the Employment Rights Act 1996. Details can be found on <https://www.legislation.gov.uk/ukpga/1996/18/part/IVA>

### **Supervision**

All visitors and volunteers are under the supervision of the Head Teacher or class teacher. Teachers retain responsibility for the children at all times. Visitors and volunteers should have clear guidance from the Head Teacher or class 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's Health and Safety Policy is available on the school's website. Visitors and volunteers are made aware of the emergency procedures (e.g. what to do in the case of a fire alarm) and about any safety issues associated with a particular task (e.g. during a practical task). Visitors and volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the Head Teacher or class teacher.

### **Covid-19**

Following post-pandemic guidelines from the Government, visitors and volunteers will not attend school if they are exhibiting any symptoms linked to Covid-19: temperature, persistent cough, loss of taste and smell, headache or sore throat.

### **Complaints Procedure**

Any complaints about a visitor or volunteer will be referred to the Head Teacher. Any complaints made by a visitor or volunteer will also be referred to the Head Teacher.

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

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

### **Monitoring and Review**

This policy has been approved by the Governing Body and will be reviewed every two years or in the light of new guidance from the DfE or LA.

Reviewed and Agreed by Pupil Welfare Committee: November 2021

Updated GDPR and Covid-19: January 2022

Updated Safeguarding: October 2022

## Appendix 1

**Upper Beeding Primary School  
Visitors and Volunteers Agreement**

Thank you for visiting or offering your services as a volunteer at Upper Beeding Primary School. Your help is greatly appreciated and valued and we hope that you will gain much from your experience here.

Please read and sign this Agreement and hand it in to the school office. You will receive a copy of it for your records.

- I have read KCSiE Part 1
- I have received and read the Visitors and Volunteers Policy
- I agree to support the school's Aims and Values
- I agree to treat information I learn from being in the school as confidential
- I have completed the online safeguarding questionnaire
- I have provided the school with a copy of the safeguarding questionnaire certificate

DBS Check – circle as appropriate

Yes

No

Applied for

If you already have a DBS certificate, please hand it to the school office and a copy will be made for the school records.

Signed.....

Name.....(please print)

Date.....

## Appendix 2

**Off- Sites Visits – Volunteer Agreement**

Thank you for volunteering. School trips are an integral part of learning at school and you will have an important role to play in ensuring the success and safety of this trip. The class teacher 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 the school office. 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 wellbeing 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 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, 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.
- Volunteers are not allowed to buy their group treats, e.g. ice cream, sweets etc – before or after the school trip.
- If you are not a regular volunteer and have not had a DBS check carried out by the school, please refrain from escorting a child to the bathroom (please ask a member of staff to do this) or being alone with a child on any occasion.

**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.

Signed.....

Name.....(please print)

Date.....