

## Visitor and volunteer policy and good practice guide

Date: April 2020

### Introduction

In addition to the adults who are employed directly by Sphere Federation, there are often adults and young people who spend some time at our schools. Visitors and volunteers have a very important role to play in bringing a range of skills and experience that can enhance and promote the learning opportunities that we offer to our pupils.

Visitors	
Our visitors include: <ul style="list-style-type: none"> <li>• supply teachers</li> <li>• NHS staff</li> <li>• agencies running specific events</li> <li>• local authority representatives</li> <li>• catering staff</li> <li>• building and maintenance companies</li> </ul>	The types of activities that visitors engage in, include: <ul style="list-style-type: none"> <li>• working with whole classes, small groups or with individual pupils eg supply teacher, school nurse, speech and language therapists, theatre companies, music teachers, sports coaches</li> <li>• leading after-school clubs</li> </ul>
Volunteers	
Our volunteers include: <ul style="list-style-type: none"> <li>• members of the Governing Body</li> <li>• parents of pupils</li> <li>• ex-pupils</li> <li>• ex-members of staff</li> <li>• students on work experience</li> <li>• university students</li> <li>• local residents</li> <li>• friends and supporters of the school</li> </ul>	The types of activities that volunteers engage in, include: <ul style="list-style-type: none"> <li>• listening to pupils read</li> <li>• working with small groups of pupils to assist them in their learning</li> <li>• working alongside individual pupils as an additional tutor</li> <li>• assisting with extra-curricular activities</li> </ul>

### Safeguarding

Sphere Federation is committed to the safeguarding of pupils and everyone who works here. We expect visitors and volunteers to share this commitment and follow policies and procedures in relation to this.

The Safeguarding checklist (Appendix 1) and Visitors to School Flowchart (Appendix 2) gives further guidance on DBS checks for visitors and volunteers in school.

### Volunteers

Anyone wishing to become a volunteer at one of our schools should complete a Volunteer Application Form (Appendix 3) and the Volunteer Agreement (Appendix 4) which sets out our expectations of volunteers, and confirms that they have received a copy of this Visitor and Volunteer policy and good practice guide.

If the volunteer will be in school on a frequent or regular basis, a DBS Enhanced Disclosure is undertaken and references are checked before the volunteer starts working. Volunteer records will be kept centrally within the school.

If successful, a short induction meeting takes place (this is not required where a volunteer is participating in a one-off activity):

- the volunteer will be made aware of their role and responsibilities
- relevant school policies and documentation will be explained and issued; these will include those relating to safeguarding
- an appropriate member of staff will ensure that volunteers are clear about emergency procedure (eg fire alarm evacuation) and about any safety aspects associated with particular tasks (eg using equipment or accompanying pupils on visits).

## Visitors

Before a visitor is invited to the school, the Head of School must be informed via the Visitors in School form (Appendix 5). Permission must be granted by the Head of School before a visitor is asked to come into school and the following adhered to:

- ☛ formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal photographic identification
- ☛ all visitors must enter the school building through the main gate and report to the office.
- ☛ all visitors must state the purpose of their visit and who has invited them or who they wish to see - they should be ready to produce formal photographic identification
- ☛ all visitors are required to sign in at the office
- ☛ all visitors are required to wear a visitor lanyard
- ☛ all visitors are directed to the information on their visitor badge

On departing, visitors leave via the office and:

- ☛ record their departure time
- ☛ return the visitor lanyard to office staff

## Upholding the school ethos

All adults and young people who work within our federation, whether as a paid member of staff or as a visitor or volunteer, are expected to work and behave in such a way as to promote our aims and educational purpose:

- ☛ it is critically important for pupils to see all adults in school as role models
- ☛ you are not expected to make judgments about pupils' abilities or behaviour; any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff
- ☛ your help will bring you into close contact with staff and pupils; much of what you see in school is confidential, so please do not talk about things outside of school
- ☛ please do everything possible to avoid any physical contact with pupils
- ☛ you should not get drawn into inappropriate topics of conversations with pupils; if a pupil begins to talk to you about matters which disturb you, please talk to a member of staff, or the Head of School
- ☛ *this point is only relevant to visitors and volunteers whose children are pupils at the school:* although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time)
- ☛ all personal belongings (bags, valuables and medications) must be kept with you at all times or locked away securely (a member of staff will help you with this)
- ☛ mobile phones, personal cameras and recording devices must be locked away, out of the reach of children during school hours, and must never be used to take photographs of pupils, whether in school or out on a school trip or other event
- ☛ if you are in doubt about anything, always ask the advice of a member of staff or the Head of School
- ☛ many of the above standards are there not only for the protection of our children, but also for your own; a breach of any of the standards set out above might lead to a visitor or volunteer being removed and considered an unsuitable candidate for further involvement

## Supervision (volunteers only)

All volunteers work under the supervision of a teacher or full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity that they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice / guidance from their designated supervisor.

## Health and safety

Visitors and volunteers need to exercise due care and attention and communicate any obvious hazards or concerns to their designated supervisor or other senior member of staff. Visitors and volunteers are covered by the school's Indemnity and Public Liability Insurance.

## Complaints

Any complaints made about a visitor or volunteer will be referred to the Head of School or delegated to a senior member of staff for investigation. Any complaints made by a visitor or volunteer will be dealt with in the same way. The Head of School or designated member of staff reserves the right to take the following action:

- ☛ speak with the visitor or volunteer about the incident, and in the case of volunteers the breach of the Volunteer Agreement, and seek reassurance that this will not happen again
- ☛ offer an alternative placement for the visitor or volunteer (eg helping with a different activity or in another class)
- ☛ end the school-visitor/volunteer relationship, and therefore no longer agree for the individual to be in school

Visitors and volunteers will be provided with a copy of Sphere Federation's Complaints Policy and Procedures if they request.

### **Linked policies**

This policy should be read in conjunction with other related federation policies: including:

- 🔗 Safeguarding and Child Protection
- 🔗 Positive Relationships
- 🔗 Guidance for Safer Working Practice
- 🔗 Health and Safety

### **Equality, diversity and inclusion**

At Sphere Federation we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs. We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

### **Monitoring and Evaluation**

This policy and guidance will be regularly reviewed by senior leaders in Sphere Federation.

### **Finally...**

We hope that you find this guidance helpful and that you will keep it in mind throughout your time in school. We are confident that you will enjoy the experience of working as a volunteer, satisfied in the knowledge that you are making a positive contribution.



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## Safeguarding checklist

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Below is a list of the main types of visitors we welcome in our schools, and guidance about DBS checks. This is only guidance: it is important to consider the duration, frequency and nature of a visitor's time in school.

We want to be 100% compliant with regards safeguarding. The easiest way to ensure this aspect of school life is robust and comprehensive, is to ensure all regular adults in school have had a DBS Enhanced Disclosure.

Details of DBS checks of frequent visitors to school are included on the Single Central Register (SCR). This is updated by the School Business Manager.

**Governors:** All governors should be DBS-checked because we encourage governor input and participation in school activities and this therefore means their visits to school should be of a regular nature. Details included on SCR.

**Work experience students:** do not need to be DBS-checked if they are part of high school work experience or for half a day per week for no more than a term. High schools are required to assess the suitability of the student for the placement. However, students undertaking other types of placement, eg sports leaders, should be DBS-checked by the organising body and details included on the SCR.

**People considering a teacher training course, but not yet applied:** these people are DBS-checked if they spend a period of longer than three days in school. They are supervised at all times. Details included on SCR.

**Trainee teachers:** we ensure that the relevant educational institution confirms that the trainee has been checked and is suitable for the placement. They are included on the SCR with the university's DBS disclosure number.

**Volunteers:** if they are unaccompanied with children (eg hearing readers), come in at least once a month or for more than three days in one month, these adults are DBS-checked. Details included on SCR.

**Adults doing work attached to some sort of training body:** the training institution must confirm that they employ safer recruitment techniques including ID checks, interview, DBS and that they have risk-assessed any disclosed information. The organising institution undertakes the DBS check. Details included on SCR.

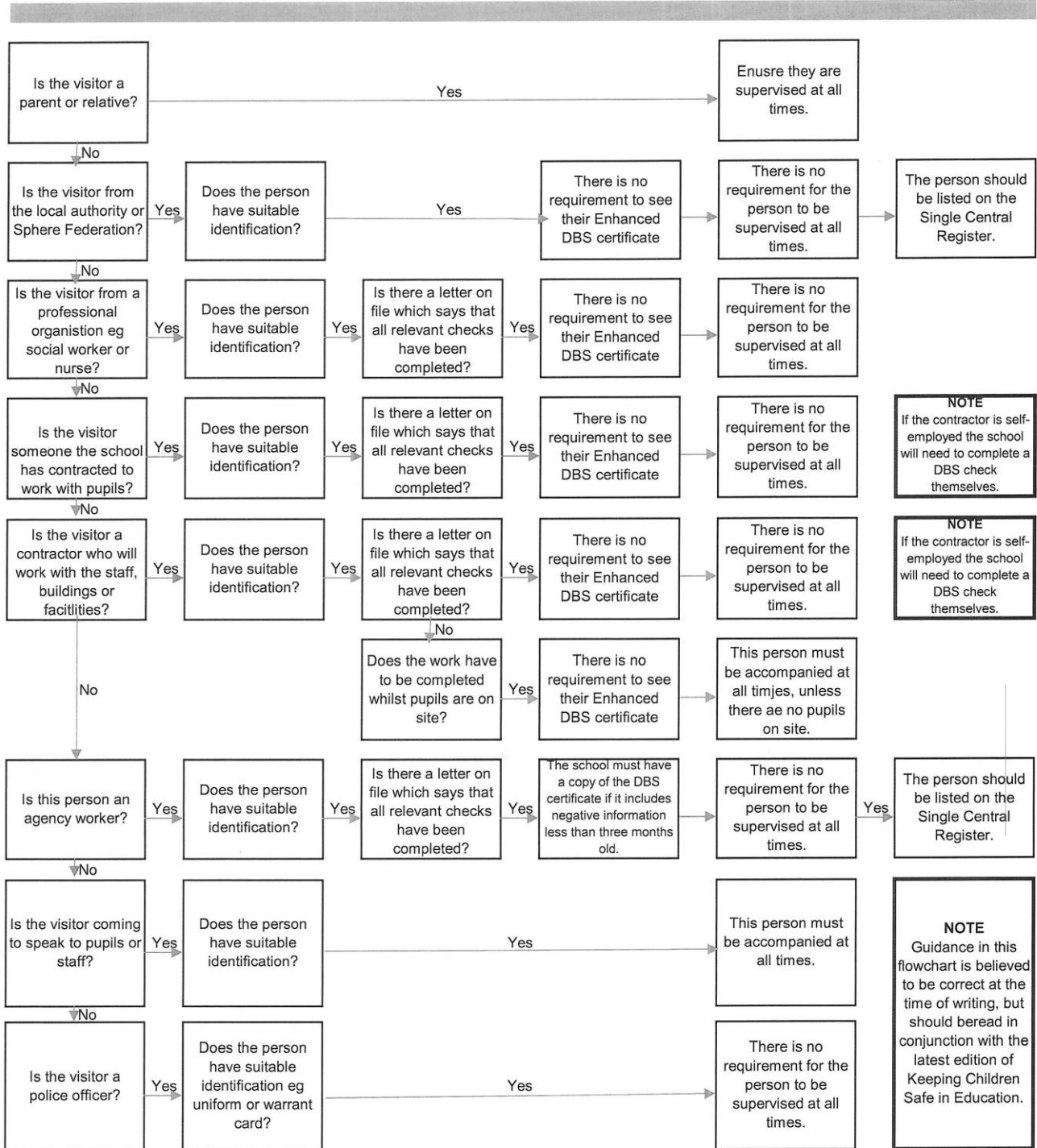
**Agency staff and peripatetic teachers:** DBS checks are undertaken by the organising body and included on the SCR.

Appendix 2



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Visitors to School Flowchart



## Appendix 3



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### Volunteer application form

Personal details	
Title:	Home address:
First name(s):	
Surname:	
Home telephone number:	Postcode:
Mobile number:	

Which school are you interested in volunteering for?

What activities / areas of the school's work would you like to help with?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities or other needs we need to take into account, or adjustments we need to make, to enable you to work as a volunteer in school? (Please give details)

References	
It is expected that applicants will name their most recent employer as their first referee.	
Title:	Title:
Name:	Name:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:
Capacity in which known:	Capacity in which known:

**Secondary, further and higher education**

Dates (month and year) (start and end date)	School, college, university or educational establishment	Exams taken or being taken or any other qualifications obtained	Full or part time	Exam result / grade (with dates)

**Work experience (please start with most recent)**

Please give details in chronological order or any experience / activities which you consider relevant e.g. commercial experience, raising a family, youth work, voluntary work.

Details and nature of work / activity	Name of employer	Period of service (start and end date)	Full time / part time

**Information in support of this application**

You may use this space to provide any information you wish, including any interest or unpaid activity. Ensure that you provide a full description of all skills, knowledge and experience that you feel are relevant.

**Criminal Offences**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions or binding overs which for other purposes are 'spent' under the provisions of the Act.

You are asked to disclose any previous convictions. Any failure to disclose convictions could result in dismissal from the voluntary position.

Have you ever been convicted of a criminal offence, received bindovers or police cautions?

**Yes / No**

If **Yes**, please give details:

**Data Protection Act 1998**

The information you submit will be processed by Sphere Federation who act as a data processor for Leeds City Council.

**Declaration**

I consent to Sphere Federation recording and processing the information detailed in this application form. I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon Sphere Federation complying with their obligations under the Data Protection Act 1998.

I confirm that all information given in this application is accurate and I agree that if my application is successful my appointment will be subject to satisfactory criminal vetting under the legislation for the protection of children.

**Signed:**

**Date:**

**Thank you for taking the time to complete this Volunteer Application Form. Please hand it to the School Office, marked for the attention of the Head of School.  
Your offer of help is greatly appreciated, but we can't guarantee we will be able to accommodate every volunteer in our schools. We'll be in touch soon.**



**Equal opportunities**

Volunteers will not be unfairly discriminated against on the grounds of their sex, marital status, disability, colour, race, nationality or ethnic origin, sexuality or age.  
 To ensure the effectiveness of the policy, and to assist in its development, all applications are monitored.  
 You do not need to respond to some or all if you'd rather not.

**Age**

Date of birth:

**Gender**

Male

Female

Other

**Disability**

Are you disabled?

Yes

No

Do you consider yourself to meet the Disability Discrimination Act definition of a disabled person?

Yes

No

**For disabled candidates only**

If called for an interview, does your impairment require us to make any particular arrangements?

**Yes / No**

If yes, please describe.

It would be useful if you could give us any information you have about how these might be overcome. If you do not let us know at this stage what your needs are, there is no guarantee that we can meet them if you let us know at a later date.

**Ethnic Background****White**

English / Welsh / Scottish / Northern Irish / British

Irish

Gypsy or Irish Traveller

Any Other White background

**Mixed / Multiple ethnic group**

White and Black Caribbean

White and Black African

White and Asian

Any Other Mixed / multiple ethnic background

**Asian / Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

**Black / African / Caribbean / Black British**

African

Caribbean

Any other Black / African / Caribbean background

**Other**

Arab

Any other ethnic group

Would prefer not to say



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**Volunteer Agreement**

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Thank you for offering your services as a volunteer at Sphere Federation.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please sign this Volunteer Agreement and hand it in to the School Office.

I have been accepted as a volunteer at Sphere Federation and I can confirm the following:

- I understand and accept the Sphere Federation Volunteer Policy and Good Practice Guide, which applies to my involvement as a volunteer
- I agree to support Sphere Federation aims and educational purpose
- I agree to adhere to Sphere Federation policies and procedures at all time
- I agree to work within the boundaries of Sphere Federation Safeguarding procedures at all times
- I agree to treat any information obtained from within school with the strictest of confidence
- I agree to undertaking an enhanced Disclosure and Barring Service check
- I have been informed of who will be my designated supervisor

Signed: .....

Full Name: .....

Date: .....

## Appendix 5



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### Visitors in school

Any arrangements involving visitors coming into school should be made well in advance. The following questions / prompts are intended to assist you in making sure that all aspects have been considered and needs to be filled in when making arrangements.

Which year group?							Name of visitor / company:	
YR	Y1	Y2	Y3	Y4	Y5	Y6	Contact name:	
							Contact details:	
When?							What will be happening? purpose or proposed activity	
Date								
Time								
Confirmation:								
Has the diary been checked?			SLT informed?			Signature of member of staff to confirm that appropriate arrangements have been made:		
Have office staff been asked to put it in the diary?								
Other considerations:								
Do parents need to be consulted about the session?							Yes	No
<i>If yes, do you need a letter to go out from the office?</i>							Yes	No
Have you warned the visitor about lack of parking?							Yes	No
Do they need to access the site with equipment?							Yes	No
<i>If yes, have arrangements been made for this?</i>							Yes	No
Is school satisfied with DBS arrangements where applicable?							Yes	No
Are there any expenses?							Yes	No
<i>If yes, which budget?</i>								
Intended Learning Outcomes							Impact Against Learning Outcomes / Evaluation	