



## Ottery St Mary Primary School – Visitor and Volunteer Policy

### Introduction

Visitors and volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage visitors and volunteers from the local community. A volunteer is an unpaid adult or young adult who provides support to our school. A visitor could be someone with a professional role or someone visiting the school to support our school.

Our visitors include:

- Members of the governing body
- Any other outside agencies. e.g. the school nurse, educational psychologist, community police officer etc
- People visiting to enhance the curriculum in a specific way e.g. authors, artist, charities, HIAS etc

The types of activities that visitors are engaged in might include:

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting teachers to run after school clubs
- Assemblies
- Health screening
- Class visits
- Staff meeting
- Inset days

Our volunteers include:

- Members of the governing body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Ex members of staff
- Local residents



The types of activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting teachers to run after school clubs
- Working with children on the computer
- Accompanying school visits

(please note that this list is not exhaustive).

### **Becoming a volunteer**

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach their child's class teacher, the deputy headteacher or the headteacher.

Before starting in school and to ensure the safety of our pupils at all times, volunteers should complete a DBS (formerly CRB - Criminal Records Bureau) check. Forms can be obtained from the school office. We are unable to have any volunteer in school unless they have been cleared by the Criminal Records Bureau and show their certificate in school. The number of this certificate will be recorded.

The school office has a register of visitors in school. Once your visits have been agreed and you have a cleared CRB form, please sign in and out of school at reception on EVERY visit and wear your visitor's badge.

### **Our school vision**

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision.

The staff and governors of Ottery St Mary Primary School aim to provide a broad, balanced and creative curriculum for all children. We have high expectations of our children and engage them to be confident learners who derive satisfaction from a sense of achievement.



## Confidentiality

Volunteers in our school are bound by our confidentiality. All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential and therefore, this must be respected.

*Whilst in school you will hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, misbehaviour, punishment or home circumstances. All information relating to individual children and staff is totally confidential and you must respect this.*

### **Issues affecting children:**

Any concerns that volunteers have about the children they work with/come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context can cause distress to the parents of the child if not heard directly from the school. A situation may arise in school, where duty to the child is greater than that to the parent.

### **Issues affecting adults in school:**

All adults in our school can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract;
- it endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence the staff member's interest or the wider public interest justifies disclosure.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy Headteacher.

### **Child protection and Safeguarding:**

If a child discloses something, this information should be shared promptly with the child's teacher, headteacher or deputy headteacher. The headteacher and deputy headteacher are SDOs (Senior Designated Officers for Safeguarding and Child Protection for our school. We cannot offer unconditional confidentiality when a child discloses something, however, reassurance can be given that the best interests of the child will be maintained.



## Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Teachers retain responsibility for children at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

## Behavioural issues

Although there should be a friendly rapport between you and the child, it should be remembered that you are the leader of a situation. It may sometimes be necessary to stop a child and look carefully at them while you recap the class rules. Please remember NEVER use physical discipline with a child. You may always return a child to class. One way in which we reward children is with stickers. Please discuss this with your teacher.

## Playtimes

EYFS, KS1 and KS2 all have playtimes at 10.45am and EYFS/KS1 also have an afternoon playtime at 2.40pm. During this time if any volunteers go into the playground please ensure sensible games and activities are played. Please do not pick young children up as part of a game or give hugs etc. Drinks will be provided in the DT room for all volunteers during playtime. Ask class teacher to show you the area. If the room is being used class teachers/TA will provide you with a drink. If a child needs first aid please inform our trained first aiders, class teachers, TA's and MTA's and they will deal with the incident.

## Health and safety

The school has a health and safety policy which is available on request. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, deputy headteacher or headteacher.

## Fire safety and regulations (refer to fire safety policy for further information)

With your class teacher, you should discuss where the fire exit and assembly point for the class you are working with is. The fire bell is a constant/ongoing ringing bell. In most circumstances, the class teacher will take the necessary action. If the class teacher is



not where you are working, immediately after the bell is heard you must calmly and quietly assemble the group at the nearest exit. Stress to the children that they must be quiet and walk sensibly. The assembly point for KS1 is in KS1 playground and KS2 is in KS2 playground.

### **Complaints procedure**

Any complaints made about a volunteer will be referred to the headteacher/deputy headteacher for investigation. Any complaints made by a volunteer will be referred to the headteacher/ deputy headteacher for investigation.

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

All necessary public liability insurance is in place.

### **Monitoring and Review**

This policy has been approved by the governing body and will be reviewed annually and updated in the light of new guidance from either the DfES or the LA.

All parents will be asked to read and sign this agreement annually.

Date: 2013



## Ottery St Mary Primary School - Visitor and Volunteer Policy agreement.

I have read the policy and will sign below to agree and abide to the policy whilst volunteering/visiting the school.