



[Insert School logo]

## Volunteers and Visitors Policy

This policy outlines Discovery Trust's aim to provide a safe environment in line with statutory safeguarding policy and procedures. We welcome visitors and volunteers and aim to ensure that they have a positive impact on the children.

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## Document History

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<b>V1.0</b>	6.11.18	Helen Stockill	Policy approved by CEO
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<b>V2.1</b>	5.6.21	Paul Stone	Review – Small changes made for clarity and EDI. Policy approved.

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## 1. Introduction

[Insert School] welcomes visitors and volunteers from the local community and outside agencies to promote learning and well-being through their experience and expertise.

This policy outlines the procedures that are implemented to ensure the safety and security of all pupils, staff, volunteers and visitors.

This policy should be read and reviewed in conjunction with the school's Safeguarding and Child Protection policies and guidelines.

## 2. Definitions

### ***Volunteer***

A volunteer is a person who gives freely of their time, skills and experience to the school without expectation of financial reward.

Volunteering can take many forms; some tasks can require particular skills whereas others require no specific skills. It may be a one-off activity, for a limited time to complete a particular activity or project or carried out on a frequent basis.

### ***Visiting speaker***

A visiting speaker is a person who is asked, or requests, to speak at a school-based event involving pupils. The person is usually not organising the event in any way and will be participating under the supervision and guidance of a member of staff. This will include but is not restricted to ex-pupils returning to give talks or presentations and individuals from business, industry, commerce, associations, public services, charities, religious groups, or individuals with no formal association to any particular body.

### ***General work experience***

A work experience placement is a temporary role, which allows people who are looking for employment in a school to gain practical experience. School work experience is not covered by this policy. The type of work will vary, depending on nature of the placement, although it will normally involve a large amount of observation or work 'shadowing', alongside assisting with day-to-day tasks and duties.

## 3. Equal opportunities

The school is committed to ensuring volunteering opportunities are accessible to all through open and flexible recruitment, selection, support, monitoring and evaluation procedures.

## 4. Legal background

This policy complies with the provisions of:

- a) The Employment Rights Act 1996 Volunteers are not employees of the school and therefore do not have a contract of employment or benefit from the terms of the Act

- b) The Immigration, Asylum and Nationality Act 2006 It is a criminal offence to employ someone who has no right to work in the United Kingdom, or no right to undertake the work being offered. This also applies to voluntary work.
- c) The Rehabilitation of Offenders Act 1974 Spent convictions will be disclosed and taken into account when considering suitability to work as a volunteer with children, vulnerable adults or in certain other positions of trust.
- d) The Safeguarding of Vulnerable Groups Act 2006 All individuals seeking to volunteer in regulated activities must undergo an enhanced DBS check prior to commencement of duties.
- e) The Occupier's Liability Act 1957 The school has a duty of care to all individuals, including volunteers, who visit its premises.
- f) The Health and Safety at Work Act 1974 Under section 3 of the Act the school has a duty to ensure that individuals who are not employees are not exposed to health and safety risks. This includes volunteers.
- g) The General Data Protection Regulation (GDPR) places obligations on Data Controllers to keep personal data safe and protected at all times. A volunteer will have a duty of care to ensure that any personal data they may have access to in relation to the agreed work in the school, is also kept safe and protected at all times.

## 5. Status

A volunteer is not an employee and will not have a contract of employment with the school or benefit from any of the school's terms and conditions of employment, such as payment for work, holidays, or sickness.

The school will agree a role with the volunteer and there will be an expectation that the volunteer will meet the requirements of the role.

**The volunteer's role must not include working with their own child(ren) or be in the class of their own child(ren).**

The volunteer is free to refuse to fulfil the role and the school is not bound to provide the opportunity. It is expected that both the school and the volunteer will give as much notice as possible if unable to meet these expectations.

## 6. One-off volunteering opportunities

Some activities may involve volunteers on a one-off, short-term basis. If the volunteering opportunity is of one day's duration or less and not likely to recur the recruitment process outlined in section 7 will not apply. In such cases the Headteacher must ensure that all volunteers involved in the event record their attendance (signing in book / systems).

## 7. Recruitment

The recruitment process for volunteers should be carried out by the Headteacher (or nominated member of staff).

Unless the volunteering opportunity is a one-off short-term nature a person wishing to become a volunteer should complete a volunteer application form – [Appendix 1](#). The applicant should be asked to identify areas in which they would like to volunteer.

If there is a suitable volunteering opportunity an interview should be conducted to gauge the person's aptitude and suitability.

Depending upon the nature of the opportunity, the prospective volunteer may be subject to the following checks:

- a) References. Two references are mandatory.
- b) Disclosure and Barring Service (DBS). This is mandatory where the volunteer will have substantial access to children or other vulnerable groups and must be carried out in accordance with the Discovery Trust Recruitment Policy. It is the responsibility of the Headteacher to ensure that the statutory DBS requirements are met, and reference has been made to the Recruitment Policy.
- c) Where DBS clearance is required the individual must not commence any unsupervised voluntary activities prior to receipt of satisfactory clearance.
- d) The DBS details of volunteers will be recorded on the school's Single Central Record.
- e) Medical clearance may be required where the volunteer has declared a medical condition which should be taken into consideration by the Headteacher or where the volunteer will be required to undertake a role that involves a significant level of physical activity.
- f) Volunteers' personal records will contain only relevant information from their recruitment process. Any information given in confidence will only be used for the purpose for which it was intended and will not be disclosed to others within or outside the school without the informed consent of the individual concerned.
- g) Volunteers' personal information will be stored securely, and access restricted to the individual concerned and appropriate staff members.

## 8. Volunteering agreement

Where it has been agreed that a role may be undertaken by a volunteer the volunteer will be invited to enter into a volunteering agreement with the school ([Appendix 2](#)). This agreement will identify:

- the volunteer's role
- expectations in terms of how they conduct themselves
- any training that the volunteer is expected to undertake
- health and safety requirements
- the insurance cover that will be provided for the volunteer
- who will supervise the volunteer
- how the volunteer will be notified if their role is to come to an end
- which class (not their own child's, if applicable) they will be based in

## **9. Supervision**

A supervisor will be designated to support and manage the volunteer. The supervisor will review the arrangements on a regular basis. If the volunteer has any queries or would like to change their role this should be discussed with the supervisor.

## **10. Health and safety**

The school has a responsibility for the health and safety of volunteers and will provide any reasonable training required for the role, including health and safety training.

Volunteers should always follow the school's health and safety policies and procedures. They have a duty to take care of themselves and others who might be affected by their actions. Volunteers must report all accidents and 'near miss' incidents to their supervisor.

Volunteers must be advised that they are not permitted to act outside their authorised area of work.

It is the responsibility of the supervisor to ensure that an appropriate risk assessment is undertaken for each volunteering opportunity identified.

The supervisor will ensure that volunteers are provided with appropriate guidance on any health and safety issues that arise.

## **11. Recompense**

Volunteers are unpaid and will not be eligible to receive expenses (this excludes Work Placement Volunteers)

## **12. Policies and procedures**

Volunteers are expected to comply with all statutory regulations whilst they are on the premises or undertaking any of their volunteering duties, including health and safety, equality, and data protection, which are outlined in the school policies.

The Headteacher or delegated supervisor will ensure that the induction includes an explanation of these policies and procedures and any other policies that are relevant to the volunteering work e.g. safeguarding policies.

## **13. Insurance**

The school will ensure that volunteers / visitors are covered for insurance purposes in respect of personal injury. The school also holds public liability insurance. The school's insurance will not cover unauthorised actions or actions outside the volunteering agreement.

## **14. Confidentiality**

Volunteers may become aware of confidential information about the school, its employees, pupils, customers and suppliers. Volunteers must not disclose this information or use it for their own or another benefit without the consent of the party concerned. Any breaches in data security will leave the volunteer and the school vulnerable to significant penalties due to infringement of data protection rules.

Volunteers should not speak to the press or communicate with any other media on matters which directly relate to the affairs of the school. Volunteers must not discuss individual pupils with any person outside of school including their parents/carers.

#### **15. Dealing with problems**

- a) If a volunteer has any concerns or complaints regarding a pupil they must raise it immediately with their supervisor, this includes concerns over breaches in data security.
- b) All volunteers should be aware of safeguarding procedures for dealing with disclosure by a pupil.
- c) The supervisor will deal with any concerns or complaints raised in a timely manner in accordance with school policies.
- d) If the volunteer wishes to make a formal complaint this should be put in writing to their supervisor.
- e) If it is not possible to reach a solution the volunteer may raise the matter with the Headteacher or designated senior leader who will meet with the volunteer to discuss the issue raised and seek a solution.
- f) If a complaint is made about a volunteer, this will be notified to the volunteer in writing and the Headteacher will decide whether any action should be taken

#### **16. Volunteer's pack**

On commencing the voluntary role, the volunteer will be given an appropriate induction and (unless the volunteering opportunity is for a one-off event) a pack containing:

- General information about the school, as appropriate
- A copy of this volunteering policy
- A standard volunteering agreement
- Details of where the volunteer can access policies and procedures.
- A copy of the staff handbook
- A copy of volunteer guidance documents

#### **17. Records**

Personal data pertaining to volunteers will be processed as necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. A record of volunteers and associated documents, as appropriate will be maintained by the school in accordance with the General Data Protection Regulation (GDPR).

#### **18. General Requirements for Volunteers and Visitors to School**

##### ***On arrival***

Notices are displayed indicating that all visitors are required to report to the School Reception. Volunteers and visitors must report to the School's Main Reception on arrival; they will be asked to sign in to receive a visitor's badge. Safeguarding and Fire safety information should be shared with all volunteers / visitors upon arrival.



If volunteers and visitors arrive before **(INSERT TIME WHEN OFFICE OPENS)** the member of staff responsible for arranging the visit must make appropriate arrangements to meet the volunteers/visitors and arrange for them to return to Reception as soon as it is open to sign in and collect their volunteer/visitor badge.

### ***Departure***

Volunteers and visitors must report to the School's Main Reception when leaving the School; they will be asked to sign out and to return their visitor's badge.

If visitors depart after **(INSERT TIME WHEN OFFICE CLOSES)** the member of staff hosting the visit should retain the visitor badge once the volunteers/visitors are ready to depart and return the badges to the office.

### ***Monitoring***

The Office is responsible for ensuring that the record of visitors is checked regularly, and any discrepancies accounted for. The Office staff should regularly check for non-returns of ID lanyards. This information should be reported to the Office Manager and/or Headteacher.

School pupils are to be regularly reminded that in the event of seeing a person they do not recognise and they are not displaying a visitor badge, they should tell a member of staff straight away. Similarly, staff should always approach someone they do not recognise who is not wearing a visitor badge and offer their assistance.

### **Visitors who should wear badges**

- Those enquiring about admission to the School who leave the reception area
- Adults attending an employment interview.
- Teachers/pupils from other educational establishments other than those here for a sports fixture or such event where all members of the party are escorted at all times.
- Tutors of students on placement or work experience.
- Contractors working on site.
- Professional agencies.
- Former pupils.
- Advisory Board Members and Trustees.
- Guest/Visiting Speakers

### **Exceptions to Visitor Requirements**

- Employees of the School.
- Pupils enrolled at the School.
- Registered School volunteers/helpers.
- Student teachers on placement at the School.
- Students on work experience at the School.
- Suppliers/contractors making deliveries or collections, provided they are not anywhere other than the delivery point.
- Parents/guardians dropping off or collecting pupils and who remain in the car park.
- Parents who have been invited to visit the School as part of a scheduled open day, special event, calendared event or scheduled performance by a class, team or group including sporting fixtures.

- Other adult participants in organized and school approved activities during out of school hours.
- All visitors who remain in the reception area.

## 19. Parents or visitors attending events

Parents or visitors who have been invited to visit the school as detailed in the 'Exceptions to Visitor Requirements' above are restricted to the areas of the school where the event is taking place.

Parents and visitors should only use the designated adult toilet facilities and must not access pupil toilet facilities. If they are in any doubt they should consult a member of staff.

It is expected that the organising member of staff will manage and supervise their visitors at all times.

## 20. Contractors

All contractors attending and working on site must be signed in and provided with a visitor's badge / lanyard. It is accepted that for safety reasons it is not always appropriate for contractors to wear the lanyard around their neck however the contractor must always have the lanyard on their person. The Premises Officer (or office manager in their absence) must ensure all relevant safeguarding, Asbestos and fire and safety information has been shared and signed for by the contractor (Contractors Log Signing in Sheet).

If the activity carried out by the contractor is for the purposes of the school and provides an opportunity to have contact with children then an enhanced DBS certificate with barred list must be obtained otherwise the contractor must be supervised by a member of staff (usually the P.O.) at all times. **Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.**

## 21. Visiting speakers

In line with guidance within Keeping Children Safe in Education and in relation to the Prevent directive and potential for radicalisation, no guest speaker must be booked and confirmed until such times as the school has completed a background check on the identified speaker. In most cases the attendance of a guest speaker will not fall under the criteria for "Regulated Activity" and as such a DBS check will not be appropriate.

The background check is to be based upon factors including, but not solely;

- Nature of the talk
- Identified audience
- If the speaker known to the school and if so how (i.e. parent/former pupil etc.) (note – being a former pupil will not necessarily negate the requirements for detailed background checks)
- When and where talk will take place
- Has the school been approached by the speaker/company?

As a minimum this check should consist of an internet search engine search to identify and confirm the individuals background and identity, in line with current awareness of the speaker. School office managers should always ask if the individual has a DBS and ask to see it if the answer is yes.

It may be appropriate to gain an independent reference on the validity of the guest speaker and the suitability of the subject matter from other schools who may have had recent visits from the speaker, to further confirm the validity of the speaker.

All the checks are to be conducted discreetly and ahead of any confirmation of acceptance of the speaker to the school.

A formal register for the documentation of all guest speaker's checks should be held. The guest speaker will be asked to complete the agreement and guidelines for visiting speakers – [Appendix 3](#) in advance of the event.

On the day of the talk the organizing member of staff is required to meet the speaker in reception, request to see some form of identity (passport, driver license) and book the speaker in at reception ensuring they are issued with a visitor lanyard / badge. The guest speaker is always to be accompanied whilst on the school premises.

# Toolkit

1. **VOLUNTEER APPLICATION FORM**
2. **VOLUNTEER AGREEMENT**
3. **AGREEMENT AND GUIDELINES FOR VISITING SPEAKERS**

## 22. Appendix 1: VOLUNTEER APPLICATION FORM

Discovery Trust is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Anyone who is working as a regular volunteer will be required to complete a DBS disclosure prior to commencing voluntary work.

### 1. Personal Details

Name:

Contact address:

Email address:

Home Telephone Number:

Mobile Telephone Number:

### 2. Area/Activities of interest:

### 3. Work/Voluntary Experience (Last 3 years) Employer's name and dates of employment

### 4. Health

Do you have any specific medical condition which may require the need for reasonable adjustments?

Please delete as appropriate Yes / No

If Yes, please give details \_\_\_\_\_

### 5. References

Please supply the names and addresses of two-character referees

1. Name: Address: email: tel no:
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2. Name: Address: email: tel no:
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### 6. Criminal Convictions

Do you have any criminal convictions or any pending? Yes / No (Please delete as appropriate).  
If yes, please give details. (A prior or pending criminal conviction may not prevent you from volunteering but failure to disclose relevant information may result in an unsuccessful application.)

\_\_\_\_\_  
\_\_\_\_\_

### 7. Personal Declaration:

I hereby apply to become a volunteer at (INSERT SCHOOL NAME HERE) School. I also agree to abide by all school Health & Safety, GDPR, Child Protection/Safeguarding policies together with guidelines and risk assessments and understand that I have a responsibility for my own and others Health & Safety while volunteering with the school.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### 23. Appendix 2: VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer with (**INSERT SCHOOL NAME HERE**). Your offer of help is greatly appreciated, and we hope that you will both gain from and enjoy your experience here.

Name of volunteer \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Date voluntary work will commence \_\_\_\_\_

Date voluntary work will end \_\_\_\_\_

Outline of main tasks/activities that the volunteer will be involved in

Please read and sign both copies of this volunteer agreement, return one to your supervisor and retain one for your records.

#### **Declaration**

I have read a copy of the school's Volunteer & Visitor Policy and agree to adhere to this at all times I agree to abide by the school's policies and procedures I agree to work only as directed by school staff.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Signed \_\_\_\_\_ (member of school staff)

Position \_\_\_\_\_ Date \_\_\_\_\_

## 24. Appendix 3: AGREEMENT AND GUIDELINES FOR VISITING SPEAKERS

To maintain a clear focus on our main priority of Teaching and Learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all pupils.

Name of Visiting Speaker	
Organisation / If Applicable	

The Visiting Speaker agrees to the following Terms and Conditions:

1. The presentation must be appropriate to the age and maturity level of the children.
2. Appropriate dress, language, and behaviour are always required.
3. The presentation must not incite hatred, violence or call for the breaking of the school rules.
4. The Visiting Speaker is not permitted to encourage, glorify, or promote any acts of terrorism including individuals, groups or organisations that support such.
5. The Visiting Speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community.
6. The Speaker must demonstrate a commitment to adhere to the School's 'values and ethos'.
7. The content of the speech/presentation must make a positive contribution to pupils learning.
8. The Visiting Speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and respect.
9. Visiting Speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.
10. Compliance with the School's Equal Opportunities (Equalities act 2010) and Safeguarding Policies.
11. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this.
12. Evaluation will be made to determine the usefulness of the visitor/Speaker in relation to the curriculum.
13. I have read and understood these guidelines and agree to abide by them.

VISITING SPEAKER'S SIGNATURE:

DATE: