

# Leen Mills Primary School Visitors and Volunteers Policy

## Introduction and General Guidance

Our responsibility to our pupils is to ensure that from the information they receive, they can critically assess its value to themselves and that the information is aligned to the Christian ethos and values of the school and British values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The School has a duty to keep its pupils safe and in order to do this there must be a protocol to follow when visitors are:-

- Invited to the School
- On the premises
- Leave the premises
- Phone the School

Visitors may come to the School for a variety of reasons – for example

- As a parent visiting a teacher or other school staff
- To take a club or activity
- To speak to a class or assembly group
- As a contract worker

For whatever reason a visitor comes to the School, procedures will need to be in place and parameters clear to all. Therefore this policy also relates to unwanted visitors - such as people who may turn up or phone the School on an 'ad hoc' basis demanding to see or speak to people.

### Visitor Procedures for pre-arranged visits

All visitors' names and the reason for their visit must be noted in the 'School Visitors Book' in Reception. Visitors and Volunteers who are working with children will be asked to sign a Code of Conduct and be given a copy of the School Safeguarding policy.

The visitor will be given a visitor's photo id badge which they must wear at all times whilst on the premises. The time of arrival and departure of the visitor should be noted in the Visitors book.

The visitor should be made aware that:-

- Your safety and well being during your visit are important to us.
- As a visitor you have a legal responsibility to care for the Health and Safety of yourself and others
- The fire alarm is a continuous siren. If this should sound, leave the building by the nearest exit and proceed to the School playground.
- Should you discover a fire, operate the nearest alarm, and follow the exit procedure above
- Visitors are not permitted into classrooms unless escorted by a member of staff.
- The School operates a no smoking policy.

If a fire alarm does sound then the visitor should report to the office staff on the School playground.

### **Visitors to Classes/After School Clubs**

Leen Mills Primary School recognises that visitors in the classroom are valued for their different perspective and expertise.

However, staff must be vigilant in assessing the background of individuals before committing the school to any involvement. Visitors must have had a police check if they are to engage with pupils in a lesson-type activity.

The staff member should consider how the visitor can add value in developing and supporting young peoples' education. It is important that all parties are clear about the purpose of the visit to prevent misunderstandings.

The visitor's aims and values should reflect those of the whole school and the class that they are visiting. The visitor should outline the content of the material prior to the visit. All staff should check with their Head before inviting visitors into the School.

Visitors offering counselling/support to pupils should be vetted, work within the school policies, and follow the Child Protection Act 1999. The agencies should provide copies of their own guidance and procedures where relevant. Consultation with parents is also a consideration as well as keeping them informed of visits.

There may be incidences where parents might like their child to be withdrawn.

### **Negotiating a visit**

When negotiating a visit with the School the visitor should be made aware of the following points:

- How the visitors input will fit into the planned curriculum/framework (i.e. medium and long term plans)
- The Schools Mission statement
- How the work relates to the relevant policies, including acceptable /unacceptable language
- Whether there are clear guidelines relating to the approach of sensitive issues such as sensitivity, confidentiality and Child Protection
- The type of audience, outlining how the needs of all young people in terms of their age, gender, disabilities, ethnicity and religious beliefs will be met
- How the skills and teaching approaches will be used in order to meet the learning objectives and needs of young people
- The size/number of groups to be involved, range of ability and existing knowledge
- What space is required by the visitor e.g. classroom, workshop and equipment ready in advance
- How many sessions will be needed
- What type of space will be required for the session/s. e.g. classroom or workshop
- What the teacher/s role/s will be? E.g. observation, participation, joint representation, monitoring and evaluating input (***please note that the teacher is responsible for the behaviour and discipline of the young people in their classroom***)
- Procedure if support is required (behaviour/technical)
- That the teacher will take responsibility for the overall delivery of the programme to which the visitor contributes and is present at all times

- That you have ensured that your input and any issues arising will be subsequently addressed?
- How will your input be monitored and evaluated and how will you receive feedback?
- Written confirmation of what has been agreed with copies of relevant policies should be forwarded to the visitor prior to the agreed date of visit
- Charges incurred if relevant

### **Phone Calls made to School by intending visitors**

Reception should take the name and number of visitors/agencies phoning the School and place a note in the staff member's pigeon holes. It is to be made clear to callers that staff will phone back at a time convenient to them.

If staff are expecting a phone call and wish to speak to someone then staff should let reception know.

### **Contractors**

Contractors include people engaged to perform work who are not directly employed by the school. In many instances work processes will be carried out near classrooms, playgrounds or other areas occupied by students or staff while the school is in operation.

It is important that good lines of communication between the school and contractor are established *before* work commences to ensure that health and safety issues and supervision are appropriately managed.

*Appropriate supervision is deemed to be where the work is either in an area which is constantly supervised or within eye sight of a member of the school's workforce, or where the work being carried out is physically cut off from the children by means of closed doors, fencing or There should be no opportunity for children / young people to engage in conversation with a Contractor without being observed by another member of staff.*

If the school is concerned with inappropriate activities being undertaken these should be raised immediately with the Contractor and the Head teacher. It is recommended that the School Site Manager confirms receipt and understanding of the School's Safeguarding policy from the contractor. It will be the responsibility of the School Site Manager to ensure, in respect of contractors coming onto the school site, that he/she carefully monitors their activity to ensure that the policy is strictly adhered to.

In all cases the Contractor should ensure that each employee has individually confirmed in writing that he/she has read and understood the School's Safeguarding policy by signing and dating a copy before visiting the school. A copy of the confirmation should be kept by the Contractor with the employee's records. Additional copies of the Safeguarding policy can be made available. It is the responsibility of the School Site Manager to ensure in respect of contractors coming onto the school site that he carefully monitors their activity to ensure that the policy is strictly adhered to. The Contractor should also ensure that each employee has identification including the company name, the employees name and the Contractor's signature to be carried at all times on the school site. Where possible this should include photographic identification.

Typical issues that will need to be discussed with contractors prior to work starting include:

- How will the work affect school activities e.g. use of heavy machinery on site, noise, dust?
- Contractors will need to sign the asbestos log before work commences

- Safety arrangements the contractor will have in place.
- Vehicle & equipment movement in the school grounds.
- Timing of certain activities e.g. can it be done when students have left the grounds.
- Areas of the school that will be affected e.g. appropriate barricading of work areas.
- Maintenance of essential utility services (water, sewerage, electricity, telephone contact etc).
- Managing excessive noise, dust or fumes.
- Protocols for communicating between the school and contractor e.g. regular meetings.
- Hand-over process at the completion of the work.

### **Uninvited Visitors to School**

If an intruder comes onto the premises then the office staff should be alerted immediately. The site manager and a member of the SLT should be contacted and they will identify and assess the risks. The intruder will be questioned and escorted off the premises. The school will establish and maintain close liaison with the local police. Procedures are in place to enable the police to be called and to respond promptly when incidents occur. The school will work with the Police to confirm the circumstances in which they will pursue a prosecution against an assailant.

If a visitor turns up to talk to a member of staff without an appointment then they should usually be sent away having been told to make an appointment. If in doubt, contact the Head teacher. The visitor may leave appointment times with the office staff and these will be passed onto the relevant staff member.

### **Visitors who display inappropriate behaviour**

The office should be alerted and the visitor escorted immediately to reception where help should be sought. If necessary the police should be called. The incident should be recorded and passed onto the Chair of Governors.

November 2014

Reviewed November 2015

Reviewed January 2017

## CODE OF CONDUCT FOR ALL VOLUNTEERS / VISITORS WORKING AT LEEN MILLS PRIMARY SCHOOL

Our responsibility to our pupils is to ensure that from the information they receive, they can critically assess its value to themselves and that the information is aligned to the Christian ethos and values of the school and British values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

We request that you read, sign and return a copy of this code of conduct to the Head Teacher as an indication that you agree to the principles it contains and in order for the school to operate successfully.

- Treat all children equally and with respect. Respect gains respect. It is a two-way process.
- Inform another member of staff if you experience behaviour difficulties that you feel unable to deal with so that the child can be dealt with appropriately.
- Conversations that you hear relating to children or other staff members must remain confidential.
- The progress or difficulties of individual children must not be discussed with others outside school.
- Mobile telephones should not be used whilst in school and you must not take photographs of children on school premises.
- For your own protection, you must ensure you are never alone with one child. Please avoid all physical contact with children.
- If you have any concerns regarding how a child is dealt with, please speak to the Head Teacher or Deputy Head Teacher.
- Avoid use of mobile phones whilst in school, unless using them from the school office or staff room during lunch / break times when no children are present.

I have read the Code of Conduct and School Safeguarding Policy and agree to abide by the principles it contains:

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

Name \_\_\_\_\_