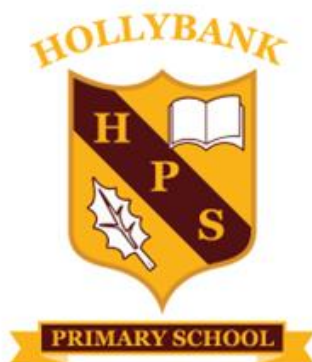


# HOLLYBANK PRIMARY SCHOOL

POLICY FOR:

## SUPERVISION OF VISITORS AND VOLUNTEERS



Issue Date	August 2024
Staff Responsible	L Brett
Issued to	Staff, Parents and Governors
Review Date	August 2025

## 1. Vetting Procedures: Volunteers

Vetting checks are a key preventative measure in preventing unsuitable individuals access to children and vulnerable adults through the education system and schools must ensure that all persons on school property are vetted, inducted and supervised as appropriate.

The Safeguarding Vulnerable Groups (NI) Order 2007 and the Protection of Freedoms Act 2012 provide the legislative framework for a vetting and barring scheme for people who work with children and vulnerable adults.

There are two types of volunteers working in schools: those who work **unsupervised** and those who work **under supervision**.

### 1.1 Volunteers who work unsupervised

- Volunteers who work **unsupervised** are required to have an Enhanced Disclosure Certificate. Schools must ensure that volunteers, eg coaches, music tutors, school photographers etc, who are employed by others, have the necessary clearances in place.

Volunteers who are not supervised are regarded as working in Regulated Activity:

→ Regulated Activity will include unsupervised activities including:

- ✓ Teaching
- ✓ Training
- ✓ Instructing
- ✓ Caring for or supervising children
- ✓ Providing advice/guidance on well-being
- ✓ Driving a vehicle only for children

→ Regulated Activity is defined as unsupervised activity in a limited range of establishments with the opportunity for contact with children, such as schools and childcare premises including pre-school establishments.

→ In addition, in order to be regarded as Regulated Activity such unsupervised activity performed at such a specified place must be done regularly. Regularly means carried out by the same person frequently (once a week or more often), or on four or more days in a 30 day period (or in some cases, overnight).

→ Activities that are no longer regarded as Regulated Activity include:

- ✓ Activities performed by volunteers that are supervised at a reasonable day to day level, and

- ✓ Occasional or temporary services such as maintenance or repairs.

DE will continue to fund the costs of EDCs for Volunteers.

Sporting organisations such as the Irish Football Association, Gaelic Athletic Association and Irish Rugby Football Union often provide coaches to work in schools. Schools should use appropriately vetted sports coaches in line with your Employing Authority's guidelines and procedures. Where schools enter into a private voluntary arrangement, with a parent providing coaching for example, an EDC for Volunteers will be required.

Professional Services provided by the Education Authority such as: Education Welfare Officers, Peripatetic Teachers, Education Psychologists and Music Tutors who work in schools are vetted by the Education Authority.

### 1.2 Volunteers who work under supervision

In cases where volunteers work under supervision, the law makes three main points:

- there must be supervision by a person who is in Regulated Activity
- the supervision must be regular and day to day
  - the duty that supervision must take place "on a regular basis" means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It must take place on an ongoing basis, whether the volunteer has just started or has been doing the activity for some time.
- the supervision must be "reasonable in all the circumstances to ensure the protection of children"
  - within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case. Schools/organisations should consider the following factors in deciding the specific level of supervision the organisation will require in an individual case:
    - ages of the children, including whether their ages differ widely;
    - number of children that the individual is working with;
    - whether or not other workers are helping to look after the children;
    - the nature of the individual's work (or, in a specified place such as a school, the individual's opportunity for contact with children);

- how vulnerable the children are (the more they are, the more an organisation might opt for workers to be in Regulated Activity);
- how many workers would be supervised by each supervising worker.

Volunteers working in schools are no longer regarded as being in Regulated Activity, if they are reasonably supervised while undertaking their duties. The law is that supervision must be regular and day to day, which gives the school flexibility to determine what is reasonable for their circumstances.

## 2. Visitors to Schools

Visitors to schools, such as parents, suppliers of goods and services, to carry out maintenance etc. do not routinely need to be vetted before being allowed onto school premises. However, such visitors should be managed by school staff and their access to areas and movement within the school should be restricted as needs require.

Visitors should be:

- Met/directed by school staff/representatives.
- Signed in and out of the school by school staff.
- If appropriate, be given restricted access to only specific areas of the school.
- Where possible, escorted by a member of staff/representative.
- Clearly identified with visitor/contractor passes.
- Access to pupils restricted to the purpose of their visit.
- If delivering goods or carrying out building/maintenance or repair tasks their work should be cordoned off from pupils for health and safety reasons.

## 3. Work Experience

DE does not require pupils who are on **short term work experience**/shadowing placement (eg for a week) to have an AccessNI check carried out. This is on the basis that pupils on such placements are neither qualified nor experienced to undertake any duties which would constitute Regulated Activity and should not be left unsupervised with children or vulnerable adults.

Students coming into the school on **long term work experience** do not require AccessNI clearance if they are fully supervised by school staff. The normal child protection induction processes should apply.

**Appendix 1: Application for a Volunteer Role at Hollybank Primary School**

**Hollybank Primary School – Volunteer Application**

*Please complete this form in BLOCK CAPITALS*

Surname:	Forename:
Title:	Date of Birth:
Address:	
Postcode:	
Telephone Number:	
Email Address:	
Capacity in which you might like to volunteer:	Availability:

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Please give two references to whom confidential enquiries may be made. (References cannot be family members)

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
How are they known to you?	How are they known to you?

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

**Appendix 2: Reference Letter**

**Hollybank Primary School – Reference Request for Volunteer**

For the attention of:

RE:

The individual named above has applied to volunteer at Hollybank Primary School and provided you as a reference. I would appreciate it if you could complete the following questions:

1. Dates you have known the volunteer      From \_\_\_\_\_

To \_\_\_\_\_

2. How are/were you associated with the volunteer?

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3. Based on the association you have had, please describe the characteristics of the volunteer which, in your opinion, would help him/her to maximise their skills in Hollybank PS.

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Should you wish to discuss this further, please don't hesitate to get in touch with me on 02890 864944.

Miss L Brett

Principal

Chair Of Governors	
Date	
Principal	
Date	