

*"Learning Today, Leading Tomorrow"*



**Bishops Down Primary School**

[www.bishopsdownprimary.org](http://www.bishopsdownprimary.org)

# Visitors & Volunteers in School Policy

Date Agreed: February 2018

Date for Review: February 2019

Reviewed and updated by: Headteacher

## *“Learning Today, Leading Tomorrow”*

### **Policy for Visitors and Volunteers in School**

#### **Context**

Bishops Down Primary School welcomes visitors and volunteers from the local community and from a variety of outside agencies to promote learning and wellbeing through their experience and expertise.

As a school we aim;

- to provide our pupil’s with a broad, balanced and enriched curriculum, we see the inclusion of visitors into the school’s curriculum as one of the means of ensuring that we meet this aim.
- to allow our pupils to question and learn from ‘experts’ from various walks of life and disciplines.

The school supports parents and other adults wishing to work as volunteers in school. There are two main ways of helping:

- Occasional support e.g. at sports events or school trips. These are individual events and generally parents / volunteers only commit themselves to one or two occasions.
- Regular support. This is when parents or helpers offer regular weekly support to the school for a period of time.

Other visitors to school include;

- Young people and adults in training or wishing to have a work experience of school life.
- A variety of delivery staff, maintenance engineers and contractors carry out routine work on the school site.
- Specialist teachers to offer guidance and support for staff, parents and pupils.
- Staff and governors from other schools sharing good practice.

The safety and security of all pupils, staff and visitors is paramount, however, at the same time we wish to enhance and enrich our curriculum. In addition we have effective partnerships with a number of appropriate agencies, which contribute to the welfare, wellbeing and learning of the school community.

#### **General Procedures**

1. DBS where an individual is helping and is not meeting the frequency of 4 times a month or more they should be supervised by a member of staff with a full DBS check in place.
2. All visitors must report to school reception to electronically sign in.
3. All visitors moving around the school site must wear a visitor’s badge.
4. All visitors must be made aware of emergency procedures by the host member of staff.
5. All volunteers must agree to the terms of the school’s procedures (see information on electronic sign in).
6. Visitors or helpers under the age of 18 will only be allowed if it is for Work Experience, organised in partnership with a secondary school.
7. Where children under the age of 18 are undertaking work experience at the school there should be a minimum age difference of 4 years between the visitor and the children in the class in which they are helping.
8. If a member of staff is contacted by an outside agency or any individual requesting permission to visit the school permission must first be obtained from the headteacher.
9. Speakers for assemblies and workshops need to be authorised by the headteacher.
10. All staff must wear Bishops Down identification badges.
11. Any visitors on site who are not recognised, or who are not appropriately “badged” should be politely asked their business.
12. Pupils should be encouraged to report immediately any visitor who is not “badged”.

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### **Visitors from outside agencies**

All visitors will be logged by the electronic signing in system. Points to consider when inviting a visitor(s) into school:

#### ***Before the visit, consider***

- Does the visitor come from a ‘legitimate’ organisation/source?
- Will the visitor be supervised?
- What is the visitor providing that the school cannot?
- Are the visitor’s aims and objectives compatible with those of the school?
- Will the visitor’s input be appropriate to the needs, age and maturity of the audience?
- Do you need to provide access to relevant school policies or risk assessments
- What teaching methods will the visitor use?
- What materials will they be bringing?
- Is there a need for the pupils to prepare prior to the visit?
- What resources will the visitor require?
- Is there a cost involved?

#### ***For the day***

- How long is the session?
- Who will attend?
- Which members of staff will attend and what will be their role?
- Provide the visitor with a named contact.
- What venue/equipment will be used and who will prepare it and then clear it away?
- How will the input be evaluated and by whom?
- If required how will the visitor be provided with feedback?
- Ensure that the relevant staff member (e.g. class teacher) is present during session and responsible for class discipline.
- Ensure that the activity meets Health and Safety guidelines.

#### ***After the visit***

- How will the pupils/school feedback?
- How will the visitors input be integrated into other lessons?
- What was the impact of the visit?
- Has the visitor been thanked for their contribution and where applicable fees paid.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
Headteacher

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
Governor