



# School Volunteers and Occasional Visitors Policy

## 1. Introduction

- 1.1. Warmington School welcomes visitors from the local community and from a variety of outside agencies to promote learning and wellbeing through their experience and expertise.
- 1.2. Parents, teachers from partner schools and ex-students make visits for meetings and volunteer work.
- 1.3. The School support parents (and other adults) wishing to work as volunteers in School. There are two main ways of helping: -
- 1.4. 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.
- 1.5. Regular support. This is when parents or helpers offer regular weekly support to the school for a period of time.
- 1.6. We offer work experience for young adults in training as well as young people wishing to have a work experience of school life.
- 1.7. A variety of delivery staff, maintenance engineers and contractors carry out routine work on the school site.

## 2. The Aims of Warmington School

- 2.1. This policy supports the aims of Warmington School, in helping to provide a safe, caring atmosphere in which children can learn. This policy promotes
- 2.2. The safety and security of all students and staff.
- 2.3. The safety and security of all visitors.
- 2.4. Enhancement and enrichment of the ongoing curriculum through specialist expertise.
- 2.5. Effective partnerships are developed with appropriate agencies, which contribute to the welfare, wellbeing and learning of the school community.

## 3. General Procedures

- 3.1. All volunteer helpers must undergo a DBS police check in order to ensure that the children are protected. (Exceptions can be made, after consulting the Executive Headteacher, for those who visit the school for a short period only and are supervised by a member of staff at all times).
- 3.2. All volunteer helpers' DBS Check numbers and dates are kept in a file in the School Office. Following the Keeping Children Safe in Education document April 2014.
- 3.3. All visitors must report to school reception to sign in.
- 3.4. All visitors moving around the school site must wear a visitor's badge.
- 3.5. All visitors must be made aware of emergency procedures by the member of staff supervising their visit.
- 3.6. If a member of staff is contacted by an outside agency or any individual requesting permission to visit lessons, observe teaching, attend assembly etc., permission must be obtained from the Executive Headteacher before any agreement is made.
- 3.7. Speakers at assemblies/citizenship/lunchtime meetings, etc., need to be cleared through the Executive Headteacher

- 3.8. Any visitors on site who are not recognised, or who are not appropriately "badged" should be politely asked their business.
- 3.9. Pupils should be encouraged to report immediately any visitor who is not "badged".

**4 Specific Guidance/Checklist for members of staff organising visits from External agencies.**

- 4.1 Ensure the visitor/external agency complements the school's planned programme or scheme of work.
- 4.2 Be confident that the visitor/external agency has expertise in the subject they are delivering and the experience and skills in delivering sessions to children and young people.
- 4.3 Before the visit, discuss with the visitor how the session fits in with the school's programme/scheme of work.
- 4.4 Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable before the session.
- 4.5 Inform visitor/external agency of: number, age and gender ratio of students, background, ethnicity and culture of students, special education needs (if applicable).
- 4.6 Provide access to relevant school policies, e.g. SRE, Drugs, Confidentiality and risk assessments.
- 4.7 Inform relevant people of presence and remit of visitor: e.g. School Reception, Executive Headteacher.
- 4.8 Inform students in advance of the activity.
- 4.9 Provide visitor with named contact.
- 4.10 Organise, meet and greet arrangements and classroom/assembly lay out.
- 4.11 Ensure relevant staff member (i.e. class teacher) is present during session and responsible for class discipline.  
Activity meets Health and Safety guidelines.
- 4.12 Visitor/external agency thanked for their contribution and where applicable fees paid.
- 4.13 Students given time to reflect on what they have learned.
- Students, teacher and visitor carry out and record agreed evaluation method of session.
- 4.14 The Northamptonshire Fantastic Coach checklist is used to ensure the provider is quality assured and safe.

**1. Review**

This Policy was reviewed by teaching staff in June 2014 and adopted by the Governors at their meeting on 09.06.14

It will be reviewed in three years time in Summer 2017, unless circumstances are such that earlier review becomes essential.

Signed: ..... Date:.....

This policy is supported by the following policies:

- Child Protection Policy