

VISITORS AND VOLUNTEERS POLICY

Approved by Full Governors on 29th June 2022
To be reviewed on or before

Signed.....Chair of Governors

Signed.....Headteacher

ECCLESTON LANE ENDS
Working with each other and for each other

Our aims are that:-

- Each member of our community will develop the confidence to reach his/her full potential in a secure, happy, challenging and rewarding environment so that each is equipped with the necessary knowledge, skills and understanding in order to fulfil his/her hopes and aspirations for the future.
- All members will show respect for their community and ALL others within it.

We will achieve these aims by:-

- promoting positive attitudes such as courtesy, honesty, responsibility, kindness and respect for others; encouraging people to set a good example and be good role models in everything they do
- celebrating our successes
- providing a stimulating learning environment and supporting each other in all we do
- constantly striving for high standards
- providing an environment in which everyone feels secure and is encouraged to be confident
- promoting teamwork and ensuring that all are given opportunities to contribute and that all contributions are valued; continually looking for ways in which to raise self-esteem
- promoting key skills such as communication, problem-solving, self-evaluation and the use of ICT
- ensuring that an effective partnership exists between home, school and the wider community
- dealing with environmental issues that may have an increasing impact on our lives in the future and accepting our share of the responsibility for protecting our planet for future generations

At Eccleston Lane Ends Primary School, we welcome visitors and volunteers in order to enhance the education of our children. We know that our children's experiences are enhanced by the experiences that visitors bring to our school.

At Eccleston Lane Ends, all staff appreciate the time that visitors and volunteers provide for our school and we hope that this is often a reciprocal arrangement with volunteers being inspired to move onto courses in which we can help and support them. For the purpose of this policy, visitors are people who provide information, advice and experiences to our children often for a short period of time. Volunteers are people who provide support for staff and pupils on a regular basis.

In order to safeguard our children and protect our visitors and volunteers, this policy details the procedures to be followed by everyone at Eccleston Lane Ends.

- Governors visiting the school are DBS checked.
- Visitors are to be accompanied and supervised by the relevant member of staff.
- Visitors/coaches etc must show their DBS and accompanying identification documents to the head teacher or senior staff member prior to working with groups of children unless this information has been verified prior to visiting by the organisation whose members are subject to DBS checks.
- All visitors and volunteers to school must sign in and out at the school office and a visitor/volunteer badge must be worn at all times.
- Contractors carrying out work must also sign the competent contractors register on entry.
- All volunteers who are no longer required to be DBS checked should always work under the direct supervision of a paid member of staff and should not work alone with children.
- As part of the safeguarding process and to minimise risks, the headteacher will evidence photo identification of volunteers and verify their home address. In addition, if the volunteer is previously unknown to school we will request a written reference of suitability as part of our commitment to keeping children safe.

- Parents and community groups using the school (Beavers/Cubs) in isolated areas such as the library and the community room must sign their own register in the room they occupy or at the office -the group leader/organiser is responsible for this. Parents accompany their children to these sessions.
- As with staff in school, safer working practice guidance should be followed for visitors and volunteers. This is to protect both children and adults working in our school.
- If a volunteer or visitor working in a class has any concerns, their first point of contact is the class teacher or the person named as the supervising adult.
- Confidentiality is of utmost importance when volunteering or visiting a school and this will be made explicit to everyone in school.
- New visitors and volunteers will be issued with a quick reference pack which includes essential aspects of Safeguarding and Health and Safety.

Deployment of Volunteers

- a) Volunteers **must not** be used to carry out duties which:
- (i) fall normally within the job description of a teacher or member of support staff, i.e. they must not be used to cover the absence of staff from school;
 - (ii) would normally be performed by a contractor engaged by the LA or by the school;
 - (iii) **require them to have unsupervised access to children.**
- b) During a visit to the school each volunteer is designated to a specific member of staff to whom he or she will be directly responsible. This additional responsibility is not compulsory for staff and is only delegated with the agreement of the employee concerned. It is however essential that the volunteer is clear as to which member of staff has this responsibility.
- c) All volunteers are made to feel welcome. It is important that the parameters of their role within the school are clearly defined from the outset in order to avoid the possibility of misunderstanding. Volunteers are issued with an induction pack that includes support materials.
- d) As part of their induction to life at the school, volunteers are also be provided with basic information such as a tour of the school and details of those facilities available to them e.g. refreshment facilities, toilets, etc.

4) Child protection/ Safeguarding/ (DBS) checks are required

It is the Headteacher's responsibility to ensure that volunteers do not have unsupervised access to children.

The Headteacher will take all reasonable steps to confirm the identity of the person volunteering. It is recommended that the Headteacher view, and take a copy of evidence to verify identity and address.

- Birth Certificate (plus Marriage Certificate if name changed by marriage)
- Passport
- Drivers Licence
- Bank Statement
- For volunteer staff unknown to the school a character reference may be requested

These regulations do not apply to volunteers such as PTA who help organise and run gala day for example or who may assist the school activities on an irregular or ad hoc basis. However, if the headteacher is unclear about the position in respect of a volunteer further advice is available from the school's Link Personnel Officer in the Local Authority.

5) Insurance

- a) Volunteers should be informed about the extent of the insurance cover available. Whilst volunteering for the school they are covered by the LA for third party liability only and the limitations of this insurance should be explained carefully to volunteers. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

- b) Volunteers using their own car to transport children other than their own children to school events, (sport, music etc) should be made aware of the school policy and advised to check with their car insurance company to ensure that they do not contravene their insurance policy conditions. The Headteacher will check that they have a full current driving licence.

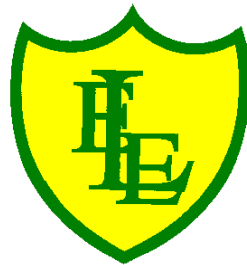


ELE Volunteer Checklist

Full Name	
Code of Conduct	
Visitors & Volunteers Policy	
Name of ELEs Supervising Adult	
Volunteers Guidance Information	
Volunteer Declaration Sheet	
Photo Identification Evidenced	
Reference(if unknown to school)	

All of the above needs to be in place prior to undertaking a voluntary role in school.

GUIDANCE FOR VISITORS AND
VOLUNTEERS WORKING AT ECCLESTON
LANE ENDS PRIMARY SCHOOL



'Working with each other and for each other'

WELCOME TO OUR SCHOOL!

Thank you for your interest in volunteering in school.

Volunteering can take many forms and we appreciate the help that our volunteers give us to support the work of the school.

We value our volunteers and we hope that you will enjoy working with us. We have produced this guide to help you feel comfortable working in school and we hope that you will also feel able to ask any questions as they arise.

The points of contact for volunteers in school are as follows:

- (a) The Class Teacher or Learning Assistant you work with
- (b) The Business Manager - Mrs Simms
- (c) The Headteacher- Miss Bond
- (d) Your Volunteer Co-ordinator - Miss Luter

It is important for school security and fire regulations that all staff, visitors and volunteers to the school can be identified and located at all times and we ask you to follow the simple routine of:

- a) Signing in and out when coming into and leaving the premises
- b) Wearing the volunteer badge we give you at all times whilst in school

WHERE CAN I GO IN THE SCHOOL?

As a volunteer you will be expected to work with the class/staff who you have decided to support. For most of the school day, therefore, you will be sharing the classroom or work areas of the teacher/staff concerned. A named member of staff will be responsible for you and if you are in any doubt about your role, where you should be working or questions about the school please ask that designated member of staff.

Apart from moving about the school in the normal course of the day, you must stay with a member of staff who will supervise your activities. You **must not** carry out duties which requires you to have **unsupervised access** to children.

If you are with us during break times or lunch times, you can

- Join other volunteers and visitors in the community room

You can use the toilets

- that the staff use on the KS2 corridor
- the disabled toilet facilities on the KS2 corridor
- the community room toilets when the room is not used for children's activities

You can use the staff toilets but please **do not use the children's toilets.**

WHAT SHOULD I DO IF I HAVE A PROBLEM WHILST WORKING IN SCHOOL?

We expect all members of the school community to be polite, courteous and self-disciplined. Adults are always role models. Pupils watch us and follow our example. The same rules apply to staff, children, visitors and volunteers working in school. Please discuss problems with the member of staff to whom you have been assigned or the headteacher. The teachers in school are expected to act 'in loco parentis' - this means in place of the parents. They are responsible for the children whilst they are at school.

- Never get into an argument with children or adults. Teachers are trained to deal with problem situations and they are paid to take responsibility.
- Never tell off a child. The school has a behaviour policy as well as 'Golden Rules' which children are expected to follow. As a volunteer you are not expected to discipline children. If there is a problem - tell a member of staff straight away.
- The only time we would expect any adult to intervene is to prevent a child hurting themselves or another child. Do this by telling them quietly and firmly to stop. Avoid any form of physical contact unless by not doing something the child could come to harm.
- Never be left in sole charge of a child.
- Respect confidentiality. Never comment on a school incident/child on social networking sites
- Respect confidentiality. Never discuss incidents in school with other parents or carers via text or verbally.
- Mobile Phones to be switched to silent and kept out of sight.
- Never take a photograph of a child/children on your mobile or personal camera as it breaches our safeguarding policy.
- Read the school policies on our website on Behaviour, Anti-bullying, Child Protection/ Safeguarding and Safer working practices. Hard copies of these policies are available in the headteacher's room.

AM I INSURED WHILST WORKING AT THE SCHOOL?

- You will be insured for the same activities as staff. The school's **Health and Safety Policy** is available for you to see in the headteacher's room or from the website. Please read it and ask the staff member with whom you work if you are unsure about anything. Basically, as long as you follow the guidelines in this booklet you will be covered by the school insurance policy for most ordinary occurrences.

- If you transport children in your own transport you will need to be certain that your insurance policy or that of the school covers you and that you have a driving licence. Please check with the headteacher.

DO I NEED TO FILL IN ANY FORMS?

- There is no longer a requirement for volunteers in a supervised/controlled activity to undergo a DBS check. There is, however, a requirement to provide proof of identification and to sign a declaration form in line with our policy.
- Whilst you are working in the school, please tell the staff member who you are with where you will be if you are not working with them. If there is a fire drill or an emergency we will contact that staff member first. This is very important for your safety.
- During your induction the fire drill/emergency evacuation procedures will be explained to you. There are three assembly points and you need to be familiar with exit routes.

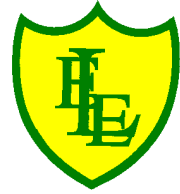
AND FINALLY....

We would like to thank you for offering to volunteer to help at our school. We regard you as a friend and member of our team. We have a professional duty to you, just as we have to all members of staff - to make your time with us happy and fulfilling.

Quick Tips for Volunteers

- To ensure that you are never in sole supervision of children.
- To dress appropriately for the activities you are undertaking, (no jeans, short skirts, low cut tops, football/rugby shirts), to remove any facial piercings (i.e. nose, lip, tongue) and to cover any large tattoos.
- To sign in and out of the building, using only the front entrance.
- To respect confidentiality and not to disclose any information to anyone.
- Not to discuss any school issues/pupils on social networking sites.
- If you are asked any questions in relation to school matters, please refer people to the school office, or your supervising member of staff.
- To be polite to everyone.
- Mobile phones should be on silent - calls should not to be taken in classrooms, and no images/photos should be taken of any pupils on personal devices.
- To be mindful of Health and Safety within the building.
- Not to bring any personal equipment from home, e.g. scissors, laminators, ipads etc.

Eccleston Lane Ends
Primary School



GOLDEN RULES

DO

- Be Gentle
- Be Kind and helpful to everyone
- Listen
- Be honest
- Work hard
- Look after property

DON'T

- Hurt others
- Hurt anyone's feelings
- Interrupt
- Cover up the truth
- Waste your own or anybody's else's time
- Waste or damage things

ORGANISATION OF THE SCHOOL DAY



Times

Foundation Stage and Key Stage One (Infants)

School starts	8.40am (register 8:55am)
Morning break	10.30am
Assembly	10.45-11am
Lunch	12-1.00pm
Afternoon break	2.10-2.25pm
School finishes	3.15pm

Key Stage Two (Juniors)

School starts	8.40am (register 8:55am)
Assembly	10.45am
Morning break	10.00/10.15am
Lunch	12.15-1.15pm
School finishes	3.15pm



Eccleston Lane Ends Primary School

Visitors and Volunteers Declaration Sheet

Name.....

Address:

Date of Birth

Location in School.....

I confirm that the information provided to the school is correct and I agree to adhere to the School Visitors and Volunteers Policy.

SIGNED DATE

Named Supervisor

(I have read and understand my responsibilities as a Supervisor) Signed

For Office Use Only:

Received Proof of Identification

Received Proof of Address

Included on Central Record

Signed **Date**

ECCLESTON LANE ENDS PRIMARY SCHOOL

FIRST AID

In the event of an accident/injury, visitors or volunteers in school should report to one of the school first aiders for treatment. All injuries/accidents to pupils must be reported immediately to a member of staff.

First Aiders

<u>Name</u>	<u>Certificate name</u>	<u>Location</u>
Mrs Mercer (Appointed First Aider)	First Aid At Work/ Paediatric First Aid	KS2
Mrs Parry	Paediatric First Aid	Reception
Mrs McPeake	Paediatric First Aid	KS1 & Community Room
Miss Kavanagh	Paediatric First Aid	KS1
Mrs Burrows	Paediatric First Aid	KS2
Mrs Lewis	Paediatric First Aid	KS1
Mrs Garford	Paediatric First Aid	Pastoral Room
Mrs Miller	Paediatric First Aid	Lunchtime Supervisor
Miss Luter	Paediatric First Aid	ASC/KS2
Mrs Longworth	Paediatric First Aid	EYFS
Mrs Mellor	Paediatric First Aid	KS2
Mrs Burgess	Paediatric First Aid	EYFS
Mrs Anderson	Paediatric First Aid	KS2Lunchtime Supervisor/ASC

First Aid boxes and accident books are located in the following stations:

Y3/Y4 bay

Corridor outside staffroom

Library

All injuries must be recorded in the Accident book located at each First Aid station. Serious injuries must be reported to the Headteacher.

ECCLESTON LANE ENDS PRIMARY SCHOOL

PROCEDURES TO FOLLOW IN THE EVENT OF A FIRE

- **In the event of fire** all visitors and volunteers in school should follow these procedures:
- If a fire is discovered raise the alarm via the nearest fire alarm call point
- Exit the building via the nearest FIRE EXIT door - all of which are clearly marked
- Proceed to the nearest Fire Assembly point.
- The Fire Assembly points are in the Infant and Junior Playgrounds and front car park
- Report to **Miss Bond Headteacher** - Fire Safety Manager for Eccleston Lane Ends.