



Lenham Primary School

Visitors and Volunteers in School Guidelines

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1. Definitions

Visitors Any person/s who makes a one off visit into school, or occasionally volunteers, but is supervised by a member of staff.

Visitors are not required to undertake a Police check with the Criminal Records Bureau (CRB).

Volunteers Any person/s who helps in school on a regular basis. This might include helping in the classroom, in extra curricular activities or supervising pupils on school organised trips or residential visits.

Volunteers may have ongoing, substantial and/or unsupervised access to children.

Volunteers are required to undertake a Police check with the CRB.

2. Introduction

- a) At Lenham Primary School, volunteers and visitors are a welcome resource for helping to raise children's achievement, complementing the work of Teachers and Teaching Assistants. We feel that our school benefits greatly from developing well-planned, active parental and community links through participation of adults in the activities of the school on a voluntary basis. The deployment of any volunteers, whether for one day or for a number of sessions over a longer period, is managed with care: in particular taking account of the needs of the pupils and the staff to whom they are assigned.
- b) At our school the Headteacher and Governors are mindful of deploying volunteers appropriately. Volunteers are not asked to replace paid staff or given responsibility within the School that would normally be associated with paid employees.

3. Organisation

- a) During a visit to the school, each volunteer is linked with a specific member of staff to whom he or she will be directly accountable. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it is expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding.
- b) All volunteers are made to feel welcome.
 - a. The parameters of their role within the school are clearly defined from the outset in order to avoid the possibility of misunderstanding.
 - b. They are made aware of the rules governing behaviour at the school. This includes procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, details of first aid and emergency arrangements such as procedures to follow in case of fire.
 - c. They are provided with basic information such as details of those facilities available to them, including staff room, toilets, etc.
- c) It is vital that volunteers are made aware of the following procedures:
 - a. Expectations with regard to confidentiality
 - b. Access to information related to pupils and / or staff
 - c. Expected level of behaviour and an awareness of Professional Codes of Conduct.

4. Child Protection

Lenham Primary School ensures that children are effectively safeguarded from the potential risk of harm and that the safety and well being of the children is of the highest priority in all aspects of the schools work.

Lenham Primary School maintains its ethos that staff, pupils, *volunteers*, parents and governors feel able to articulate any concerns comfortably, safe in the knowledge that effective action will be taken as appropriate.

- a) The law requires the school to receive an enhanced CRB disclosure check for anyone with responsibilities which can give them regular unsupervised access to pupils under the age of 19.
- b) The Headteacher will take all reasonable steps to confirm the identity of the person volunteering. The administrator will view, and take a copy of at least two original documents as part of the checking process:
 - Birth certificate plus if the name has changed, marriage certificate or copy of Deed Poll or Licence;
 - Passport;
 - Drivers' Licence.

Volunteers are vital in supporting the children's development within the school and it should be borne in mind that they are not allowed unsupervised access to children.

Visitors to the school will only be allowed unescorted access to the building if they produce a valid CRB certificate, all other visitors will be escorted by a member of staff whilst on school premises during the school opening hours.

5. Insurance

- a) Volunteers are informed about the extent of the insurance cover available. Whilst volunteering for the school they are covered by the LEA for third party liability only and the limitations of this insurance are 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.) are 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.

6. Allowances

- a) State benefits claimed by volunteers can be affected by voluntary work and as such volunteers are advised to refer to Form FB26 available from the local Benefits Office if they are in any doubt about work they may undertake voluntarily. The main points for consideration are that volunteers should remain available for work if claiming unemployment benefits and that disabled volunteers should not undertake voluntary work of a nature similar to that for which they are receiving disability benefit

Guidelines agreed at School Improvement Committee on 30th January 2013