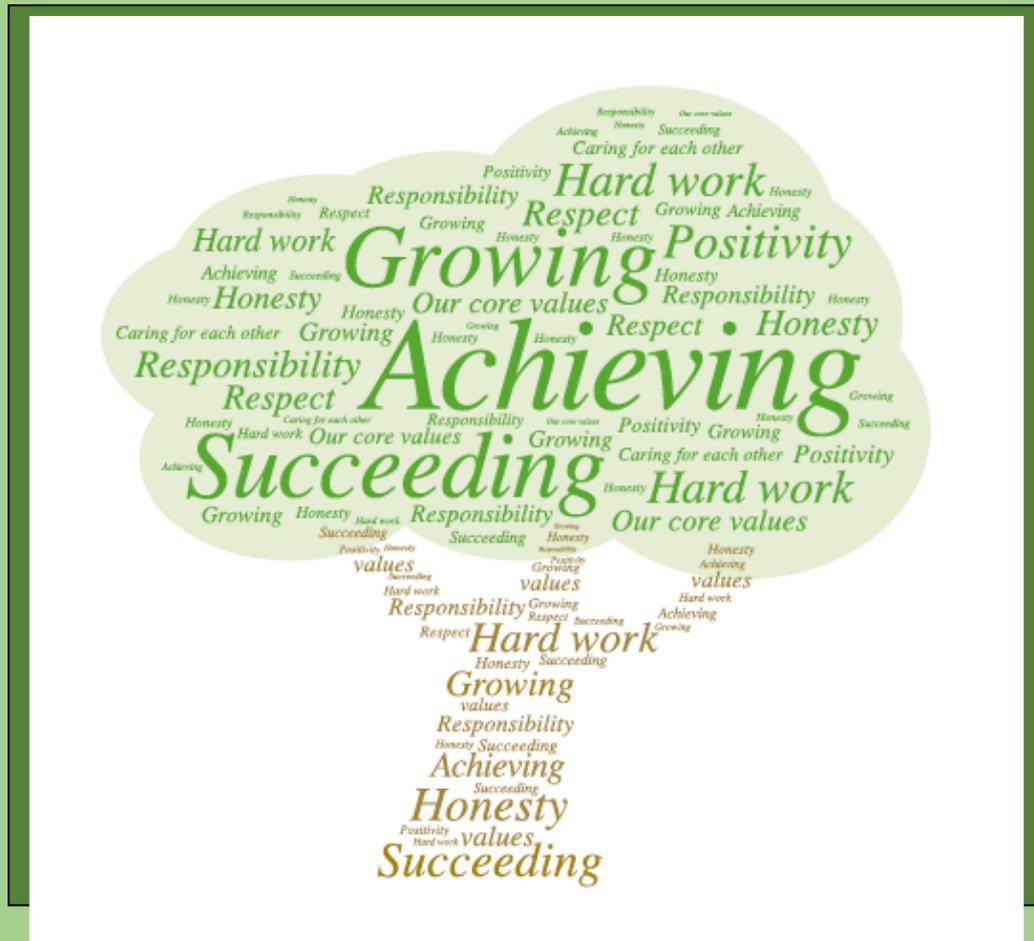


Park End Primary School



Approved By: *D.Jackson*

Date: 14.9.17

Visitors and Volunteers Policy

Review Date	Type of Review	Comments	Initials
Sept 2017	FGB	Addition of visitors, electronic update	LR

Safeguarding Volunteers and Visitors Policy

Volunteers

1. All volunteers that assist in school **must** hold an enhanced DBS certificate if they are considered to be engaging in a **regulated activity**. (See Appendix 1)
2. Volunteers who on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis in schools and colleges will be in regulated activity. The school should obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity.
3. Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.
4. A volunteer for whom an enhanced DBS certificate has been obtained will be issued with a green lanyard and photographic ID upon entering the premises. A volunteer for whom no checks have been obtained will be issued with a red lanyard and photographic ID and will never be unsupervised in school or take part in regulated activity. All staff are aware of the system of identifying whether or not a volunteer has received an enhanced DBS check by the colour of their lanyard.
5. If the volunteer is to be supervised while undertaking an activity, which would be regulated activity if it was unsupervised, the statutory guidance must be followed (see Appendix 2) This guidance requires that:
 - there must be supervision by a person who is in regulated activity;
 - the supervision must be regular and day to day; and
 - the supervision must be “reasonable in all the circumstances to ensure the protection of children
6. 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 worker has just started or has been doing the activity for some time.
7. Permission for volunteers to enter school must be given by the headteacher before the volunteering commences.
8. Volunteers must complete a Volunteers Application Form - available from the school office which should be signed by the headteacher before the necessary checks are undertaken for the volunteer to commence.

9. The application form must be forwarded to the School Business Manager so that the necessary checks can be undertaken before the volunteer commences.
10. All Volunteers must complete a Disqualification by Association Declaration form.
11. All volunteers must also provide Proof of Identity and Right to Work in the UK documentation.
12. Volunteers must also complete a staff data sheet providing details of emergency contacts.
13. The details of all current volunteers must be recorded on the School Single Central Record which is a statutory safeguarding document. This document comprises an important part of the OFSTED inspection.
14. A list of volunteers eligible to volunteer will be kept in the school office and displayed in the PPA room. Teachers should check this list before working alongside a volunteer.
15. Volunteers are subject to the same code of conduct as employees in the school as outlined in the staff handbook.
16. All Volunteers are subject to a training and induction programme, the details of which can be found in the Park End Primary School Induction Policy.

Visitors

17. Visitors consist of:
 - Regular Visitors
 - Occasional Visitors
 - Contractors

Regular and Occasional Visitors

18. All regular and occasional visitors to school **must** provide the school with photographic identification before entering school. This applies to visitors who are meeting with staff or children.
19. Any regular or occasional visitor to school that is meeting with children whether this is supervised or unsupervised **must** provide the school with either:-
 - a DBS certificate or
 - a letter from their employer confirming the DBS disclosure certificate number and the date of the disclosure.
20. Any visitor that cannot provide the necessary documentation will not be allowed into school.

21. Staff **must** ensure that when arranging for visitors to come into school that they inform them of the requirement for photographic ID or a DBS certificate in advance of the visit.
22. Visitors who have provided evidence of an enhanced DBS clearance will be issued with a blue *visitor* lanyard. Visitors who have not provided evidence of an enhanced DBS clearance will be issued with a red *visitor* lanyard and will never be unsupervised in school or take part in regulated activity.
23. All staff are aware of the system of identifying whether or not a visitor has an enhanced DBS check by the colour of their lanyard. If a visitor is wearing a red lanyard and is unsupervised in school, staff should challenge the visitor and ensure that they are supervised.
24. Visitors to school will be provided with safeguarding information in the form of a leaflet and will read and accept a visitor's agreement. They will be informed of the names of the Designated Safeguarding Lead and Deputy Safeguarding Leads.
25. The details of visitors ID and DBS certificates must be recorded on the School Single Central Record which is a statutory safeguarding document. This document comprises an important part of the OFSTED inspection

Contractors

26. Contractors undertaking routine maintenance or repair work in school will not be allowed on the school premises during school hours.
27. All contractors **must** provide the school with photographic identification before entering school.
28. Contractors may be allowed into the school premises during school hours in an emergency situation where there are essential repairs required. In this situation, contractors must provide the school with :
 - Photographic ID
 - a DBS certificate OR
 - a letter from their employer confirming the DBS disclosure certificate number and the date of the disclosure.
29. If a contractor undertaking emergency repairs cannot provide a DBS Certificate, the contractor must be supervised at all times. However, photographic ID or further verification from the employer must be obtained.
30. Contractors undertaking planned maintenance work must provide the school with a letter confirming the DBS certificate details prior to the work commencing even if the work is to take place during the school holidays or out of school hours.

Appendix 1

Safeguarding

Regulated Activity

1. A person will be considered to be engaging in regulated activity if as a result of their work they:
 - will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children; or
 - will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
 - engage in intimate or personal care or overnight activity, even if this happens only once.
2. The Safeguarding Vulnerable Groups Act 2006 provides that the type of work referred to at (a) or (b) will be regulated activity if “it is carried out frequently by the same person” or if “the period condition is satisfied”.
3. The period condition is satisfied if the person carrying out the activity does so at any time on more than three days in any period of 30 days and, for the purposes of the work referred to at (a), apart from driving a vehicle only for children, it is also satisfied if it is done at any time between 2am and 6am and it gives the person the opportunity to have face to face contact with children. “Frequently” is not defined in the Act, but the Guidance *Regulated Activity in relation to Children: scope* describes “frequently” as doing something once a week or more.
4. However, some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:
 - relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing;
 - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.
5. It is not intended that personal care includes such activities as, for example, parent volunteers helping with costumes for school plays or helping a child lace up football boots.

6. Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.
7. Volunteers who on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis in schools and colleges will be in regulated activity. The school should obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity.
8. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, schools and colleges may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.
9. Schools may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity, but have the opportunity to come into contact with children on a regular basis, e.g. supervised volunteers (see paragraph 88 for supervision). Employers are not legally permitted to request barred list information on a volunteer who, because they are supervised, is not in regulated activity.
10. The school or college should undertake a risk assessment and use their professional judgement and experience when deciding whether to seek an enhanced DBS check for any volunteer not engaging in regulated activity. In doing so they should consider:
 - the nature of the work with children;
 - what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
 - whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and
 - whether the role is eligible for an enhanced DBS check.
11. If the volunteer is to be supervised while undertaking an activity, which would be regulated activity if it was unsupervised, the statutory guidance must be followed. (attached) This guidance requires that:
 - there must be supervision by a person who is in regulated activity;
 - the supervision must be regular and day to day; and
 - the supervision must be “reasonable in all the circumstances to ensure the protection of children”.
12. The DBS cannot provide barred list information on any information, including volunteers, who are not in regulated activity.

Statutory guidance – regulated activity (children) - Supervision of activity with children which is regulated activity when unsupervised.

1. This statutory guidance on the supervision of activity with children which is regulated activity when unsupervised is also published separately on GOV.UK.
2. This document fulfils the duty in legislation that the Secretary of State must publish statutory guidance on supervision of activity by workers with children, which when unsupervised is regulated activity. This guidance applies in England, Wales and Northern Ireland. It covers settings including but not limited to schools, childcare establishments, colleges, youth groups and sports clubs.
3. For too long child protection policy has been developed in haste and in response to individual tragedies, with the well-intentioned though misguided belief that every risk could be mitigated and every loophole closed. The pressure has been to prescribe and legislate more. This has led to public confusion, a fearful workforce and a dysfunctional culture of mistrust between children and adults. This Government is taking a different approach.
4. We start with a presumption of trust and confidence in those who work with children, and the good sense and judgment of their managers. This guidance applies when an organisation decides to supervise with the aim that the supervised work will not be regulated activity (when it would be, if not so supervised). In such a case, 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; and
 - the supervision must be “reasonable in all the circumstances to ensure the protection of children”.
5. The organisation must have regard to this guidance. That gives local managers the flexibility to determine what is reasonable for their circumstances. While the precise nature and level of supervision will vary from case to case, guidance on the main legal points above is as follows.
6. Supervision by a person in regulated activity/regular and day to day: supervisors must be in regulated activity themselves. 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 worker has just started or has been doing the activity for some time.