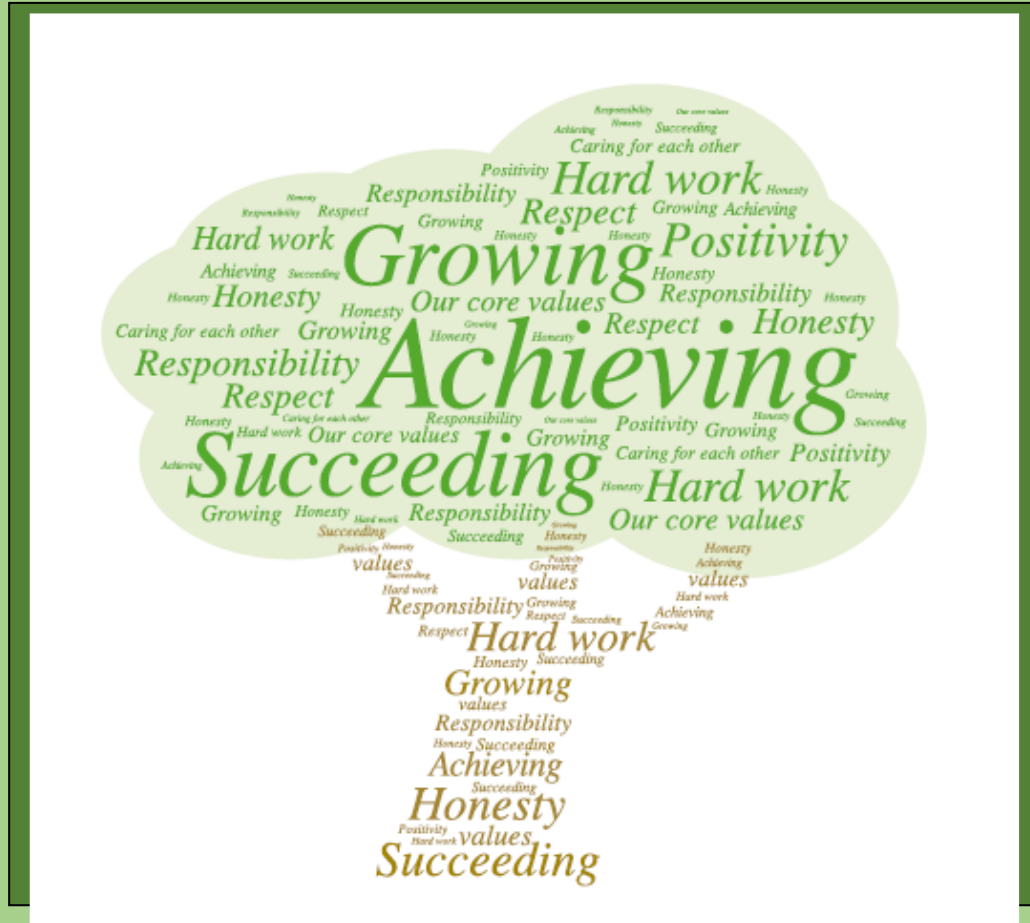


Park End Primary School



Approved By: *D. Jackson*

Date: 18.11.2024

Visitors and Volunteers Policy

Review Date	Type of Review	Comments	Initials
Sept 2017	FGB	Addition of visitors, electronic update	LR
June 2019	review		
Sept 2020	Annual	COVID-19 changes	JR
Dec 2021	Update		LR
Nov 22	Update		JG
Sept 23	review	Updated in line with KCSiE (2023)	LR
Oct 2024	Update	Paragraph 7 – safeguarding checks	LR

Visitors and Volunteers Policy

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INTRODUCTION AND AIMS

1. At Park End Primary school we believe that visitors and volunteers provide a valuable contribution to the school's work and they enrich the school through their breadth of their knowledge and experience.
2. The aim of our Visitors and Volunteers Policy is to:
 - encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion.
 - ensure that visitors and volunteers support the school's vision and values, and adhere to our policies.
 - Provide visitors, volunteers and parents with clear expectations and guidelines
 - Set a clear, fair process for recruiting and managing volunteers

APPOINTMENT OF VOLUNTEERS

3. Appointment of new volunteers is dependent on the candidate and available spaces within the school.
4. All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.
5. The headteacher reserves the right to terminate a placement at any time.
6. Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.
7. [All volunteers must complete a childcare disqualification declaration form if working with children in the Early Years Foundation Stage.](#)
8. All volunteers must provide Proof of Identity and Right to Work in the UK documentation.
9. Volunteers must also complete a staff data sheet providing details of emergency contacts.
10. Volunteers are subject to the same code of conduct as employees in the school as outlined in the staff handbook. A copy of this will be provided for all volunteers prior to them starting at Park End Primary school.

VISITORS

11. Visitors consist of:

- Regular Visitors
- Occasional Visitors
- Contractors

REGULAR AND OCCASIONAL VISITORS

12. 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.
13. 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.
14. Any visitor that cannot provide the necessary documentation will not be allowed into school. It is the responsibility of the staff member responsible for organising the visit to inform the visitor prior to the visit of the need for the appropriate documentation.

CONTRACTORS

15. Contractors undertaking routine maintenance or repair work in school will not be allowed on the school premises during school hours.
16. All contractors **must** provide the school with photographic identification before entering school.
17. 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.
18. 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.
19. 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.

SAFEGUARDING

20. Safeguarding our pupils is of paramount importance, and our volunteers and visitors must share our commitment to child protection.

21. To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers and regular visitors who:
 - Work 1-on-1 with pupils unsupervised
 - Work with groups of pupils unsupervised
 - Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in.
- Provide safeguarding training to all volunteers and regular visitors **prior** to them visiting the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.
- Ensure all visitors to school accept a visitor's agreement when they sign in using the inventory system and are provided with safeguarding information in the form of a leaflet. They will be informed of the names of the Designated Safeguarding Lead and Deputy Safeguarding Leads.
- Ensure volunteers and regular visitors agree and adhere to our code of conduct and read, and adhere to, the school's policies on:
 - Safeguarding
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
 - Social media
 - Whistleblowing
- Ensure that volunteers and visitors without an enhanced DBS check are always supervised, and are never left alone with pupils.
 - the supervision **must** be provided by a person who is in regulated activity;
 - the supervision **must** be regular and day to day; and will continue for the entire period of time that the volunteer or visitor is in school

- the supervision **must** be “reasonable” in all the circumstances to ensure the protection of children
- Conduct a risk assessment to determine whether a volunteer who isn’t working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check
- Add volunteers and regular visitors to the single central record (SCR)
- Ensure that a volunteer or regular visitor for whom an enhanced DBS certificate has been obtained is issued with a blue visitor lanyard and photographic ID upon entering the premises.
- Ensure that a volunteer or visitor for whom no checks have been obtained is issued with a red lanyard and photographic ID and will never be unsupervised in school or take part in regulated activity.
- Ensure 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 and that they are expected to immediately supervise any visitor wearing a red lanyard (or no lanyard at all).

CONFIDENTIALITY

22. Information about pupils, parents and staff is confidential. Volunteers and visitors are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.
23. If volunteers or visitors have concerns, they should raise these with the appropriate member of staff. They shouldn’t discuss them with pupils or parents. All visitors and volunteers will be provided with the names and contact details for relevant personnel in school.
24. Volunteers and visitors should adhere to the school’s safeguarding policy (with regard to reporting safeguarding concerns or disclosures).
25. If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

DATA PROTECTION AND RECORD KEEPING

- 26 Our GDPR privacy notice explains what information we collect about volunteers and regular visitors and why we collect it.

26. We will:

- Retain records relating to volunteers and regular visitors in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school.

MONITORING AND REVIEW

27. This policy has been approved by the governing board and will be reviewed regularly.

APPENDIX 1

Regulated Activity

The full legal definition of regulated activity is set out in parts 1 to 3 of [schedule 4 of the Safeguarding Vulnerable Groups Act 2006](#). It's summarised in [Keeping Children Safe in Education \(2024\)](#) (on pages 65 to 66) and explained in the DfE's factual note on [regulated activity in relation to children: scope](#). What counts as regulated activity?

Regulated activity is work that a barred person must not do.

A person is in regulated activity if they regularly (once a week or more often, or on 4 or more days in a 30-day period):

- Work in or for a 'specified place' (see definition below) and have opportunity for contact with children – unless they are a supervised volunteer
- Are unsupervised and:
- Are responsible for teaching, training, instructing, caring for or supervising children
- Provide advice or guidance to children on physical, emotional or educational wellbeing
- Drive a vehicle only for children

'Specified places' include:

- All schools providing full-time (or mainly full-time) education for children
- Pupil referral units
- Nursery schools
- Childcare premises (including nurseries)

Some activities are always considered to be regulated, whether they are supervised or not, and even if it occurs only once. These activities include:

- Any of the above activities (except for driving a vehicle) that occur between 2am and 6am and have the opportunity for face-to-face contact with children
- Engaging in intimate or personal care

A person is also in regulated activity if they're:

- Managing or supervising, on a day-to-day basis, someone who is doing an activity that would be 'regulated' if it were unsupervised

Which activities don't count?

Certain activities don't count as regulated activity, even if they take place in a school. For example:

- Family arrangements and personal, non-commercial arrangements
- Activity by a person in a group assisting or acting on behalf of, or under direction of, another person engaging in regulated activity in relation to children (the 'peer exemption')
- Supervised volunteers
- Activity in a school by someone who has been contracted to provide occasional or temporary services (whether paid or unpaid), unless the work includes teaching, training or supervising children