



TBS Visitors and Volunteers Policy

Visitors and volunteers at our school bring with them a wealth of skills and experience that enhance the learning opportunities of the children. TBS welcomes and encourages them.

Visiting and Becoming a Volunteer

We receive many requests from people who wish to visit or volunteer. We also have many occasions where we request and encourage involvement from volunteers in school activities. These may be parents of children at TBS, members of the local community or individuals interested in pursuing a career with children. It is important that we keep track of who is working in our school, where they are placed and for how long they will be with us. For this reason all requests from visitors and volunteers should be directed to the Principal who has responsibility for the organisation and/or placement of such individuals.

Vision

All adults who work in our school, whether as paid member of staff or volunteer, are expected to work and behave in such a way as to actively support our school's policies and vision.

Our simple site rules are on the reverse of the visitors badge and displayed near the front of the school.

Welcome to TBS! We hope you enjoy your visit.

- The safety and well-being of the children is our top priority so please inform us if you observe anything that will help us keep the children safe.
- Do not take any photographs of the children whilst on the school site.
- Please stay in those areas relevant to your visit and only use toilets labelled for adult use.
- Please be considerate whilst on the school site and help us model good behaviour for the children.
- This is a non-smoking site. Thank you!

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that visitors and volunteers may have about the students they come into contact with should only be discussed with the Principal, a designated safeguarding focal point or a relevant teacher. Visitors and volunteers concerned about what another adult in the schools says or does, should raise the matter directly with a member of school staff.

Supervision

All visitors and volunteers are under the supervision of a teacher. Teachers retain responsibility for the students at all times. Visitors and volunteers should have clear guidance from the teacher as to how an activity involving children may be carried out and what the expected outcomes of any activity are. Visitors and volunteers are encouraged to speak to the teacher if they have a query about any aspect of a student's understanding or behaviour.

Health & Safety

The school has a Health and Safety Policy available on our school website. Class teachers ensure that visitors and volunteers are made aware of any emergency procedures (eg. what to do in the case of a fire alarm) and about any safety issues associated with a particular task (eg. during a practical task). Visitors and volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the supervising teacher.

Safeguarding Children

The welfare of our children is paramount. To ensure the safety of our children we adopt the following procedures;

- I. All visitors and volunteers are expected to familiarise themselves with this policy.
- II. Visitors and volunteers must wear an identification badge whilst on the premises.
- III. All volunteers must sign a Visitors and Volunteers Agreement (appendix 1)
- IV. The school reserves the right to ask for a reference if necessary

- V. Anyone visiting or volunteering on a regular basis and who has substantial access to children must have a full, up to date DBS check

Complaints Procedure

Any complaints about a visitor or volunteer will be referred to the Principal. Any complaints made by a visitor or volunteer will also be referred to the Principal.

School Management or Governors reserves the right to take the following actions:

- I. To speak with the individual about a breach of our agreement and seek reassurance this will not happen again
- II. Offer an alternative placement
- III. Inform the visitor or volunteer that the school no longer supports their attendance at school

Monitoring and review

This policy has been approved by the governing body and will be reviewed annually or in the light of new guidance from the UK government.

Date reviewed: June 2017

Written by: G. Caines

Appendix 1: TBS Visitors and Volunteer Agreement

Thank you for visiting or offering your services as a volunteer at TBS. Your help is greatly appreciated and we hope that you will gain much from your experience here.

Parent helpers and volunteers are expected to:

- Be outstanding role models for all pupils.
- Work under the professional direction of staff, following school policies.
- Report any issues of concern to teachers (and not directly intervene).
- Allow the teachers to deal with discipline issues that arise.
- Speak in a kind and friendly way to all pupils.
- Maintain confidentiality
- Establish and maintain a rapport with pupils based on mutual respect.
- Contact the teacher if they are unable to attend.

Parent helpers and Volunteers have the right to expect:

- Work or activities to be prepared where relevant and the teacher to be organised.
- Good manners and acceptable behaviour from pupils.
- To be treated with respect.
- The teacher to deal with discipline issues that arise.
- Support from the teacher and careful explanations of the tasks expected.
- To be notified if sessions are cancelled or the timetable changes.

As teacher, parents and community members, we expect:

- Our children to be respected.
- Our children to be safe and to feel secure.
- Our children to be protected from inappropriate behaviour and language.

We ask that all parents and volunteers endeavour to abide by these expectations so that all members of our school community benefit from your valuable work for the pupils of TBS.

I have read and understood the contents of this Agreement and the Visitors and Volunteers Policy.

Signed..... Name.....

Date.....

Please read and sign this Agreement and hand it in to the relevant school office or teacher.

Appendix 2: TBS Off- Sites Visits – Volunteer Agreement

Thank you for volunteering. School trips are an integral part of learning at school and you will have an important role to play in ensuring the success and safety of this trip. The class teacher has overall responsibility for the children at all times, but designates responsibility to voluntary helpers who may have charge of a small group.

Please read this agreement, sign and return it to the office. This forms part of our school's risk assessment planning.

The Role of a Volunteer Helper

- To be responsible for and look after, in equal measure, all of the children in your group
- To stay with your allocated group and ensure their well being and safety for the duration of the trip
- To promote polite, respectful and courteous behaviour amongst the group and towards members of the public
- To ensure that your group keeps to the schedule of the school visit party
- To contact a teacher if there are issues with first aid, safety or behaviour
- To follow guidance from school staff

Not permitted

- Please do not bring additional siblings / friends / family members on the school trip
- Please do not use your mobile phone unless the call or text is urgent
- Volunteers are not allowed to smoke, drink alcohol or engage in any illegal practices
- Volunteers are not allowed to take photographs of the children unless requested to do so by the teacher in charge
- Volunteers are not allowed to buy or provide their group with food eg ice cream, sweets etc – during the school trip

Emergencies

Please inform a member of school staff as soon as possible. If you are separated from the rest of the school party, please telephone one of the staff members or the school. Your supervising teacher will check you have relevant telephone numbers.

I understand and agree to the conditions outlined in this agreement.

Signed..... Name.....

Date.....

Please read and sign this Agreement and hand it in to the relevant school office or teacher.