



## ADULT VOLUNTEERS & VISITORS POLICY

### 1. INTRODUCTION

We want St. Saviour's School Ikoyi to be an open and welcoming school to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. We understand the need for visitors and appreciate the value many hold and we always welcome them in a warm manner. However, our overriding concern is for the safeguarding of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time the best possible security.

The school has a variety of adults working on the premises at any one time. They can be categorised as follows.

#### **Paid full time/part time staff employed by the school:**

- Teachers
- Teaching Assistants
- Support Staff (Stewards, Gardeners)
- School Administrators, Office support, Finance staff, HR staff
- Librarian, Librarian assistant.

#### **Adult workers employed by another organisation**

- Peripatetic music teachers
- Extra-curricular clubs teachers
- Trainee teachers
- Health visitors
- Contract workers (for example an electrician, plumber, carpenter).

#### **Volunteer helpers**

- Parents or other adult helpers working alongside teachers
- Students on work experience/gap year

#### **Visitors**

- Education consultants
- Auditors

It is the school's responsibility to ensure that the health, safety, security and well-being of its pupils and staff is uncompromised at all times. We therefore require that **all visitors** comply with the following policy and procedures. Failure to do so may result in the visitor being escorted from the school site.



## 2. SIGNING IN

When helpers or visitors arrive in the school they must sign in at the reception desk and provide a name of the person they are coming to meet. They will be given a visitor's badge, which they should wear at all times. The signing in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving and returning their badge before they leave. Volunteer helpers will be in the company of a member of staff for the duration of time that they are in the school.

## 3. VOLUNTEER HELPERS

Volunteer helpers support the school in a number of ways, including:

- Supporting individual pupils
- Hearing pupils read
- Helping with classroom organisation
- Helping with the supervision of children on school trips
- Helping with group work
- Helping with art or subjects involving other practical activities.

**Volunteer helpers are not allowed to do the following activities:**

- Take responsibility for all or some of the whole class
- Change very young children, or supervise them changing
- Supervise children engaged in PE or other specialist activities
- Take children off the school site without a teacher in charge

The responsibility for the health and welfare of the child remains with the class teacher at all times.

The Head teacher/Deputy Head Teacher or a member of SLT must be made aware of any volunteer helper or visitor who will be working with children or within the classroom. The Office and gate security must also be informed that a visitor is expected and provided a badge to wear at all times within the school environment. CCTV is in operation externally throughout the school premises. This is an aid in preventing uninvited people into the school both within and outside of the normal school day.

## 4. VISITORS

- When inviting visitors to the school they should be asked to provide formal identification at the security gate and escorted to the main office at time of their visit. They must then be informed of the procedure for visitors as set out below:
- Once on site, all visitors must report to Reception first – do not enter the school via any other entrance.
- At Reception, all visitors must state the purpose of their visit and who has invited them.
- All visitors will be asked to sign the Visitors' Record Book which is kept in the main office at all times.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.



- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the main office to receive the visitor. The contact will then be responsible for them while they are on site.
- A member of staff will be present at any pupil related activity carried out by the visitor to ensure that relevant policies and procedures are followed.
- Approved Visitor List – the school will hold an approved visitor list for visitors who frequently visit to undertake work within the school (including ECA coaches). To qualify for this list the visitor must have demonstrated, prior to the visit that they have a current provided HR with the relevant compliance documents: official ID, BVN number and police record check which will be registered on the school's Single Central Record.
- On departing the school, the visitor must leave via the main office and enter their departure time in the Visitors' Record Book alongside their arrival entry then return their badge to the gate security.

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business at the school. They should then be escorted to the main office to sign the Visitors' Record Book and be issued with an identity badge.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher or a member of the Senior Leadership Team (SLT) should be informed promptly. They will then consider the situation and decide if it is necessary to inform the police. If the visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

## **5. POLICE CHECKS**

To protect the children's welfare and safety, all volunteer helpers undertaking regulated activity with our children will be required to submit ID, BVN and undertake a police clearance to ensure the school that they are suitable to work in a school. For unregulated activity, volunteers will be supervised by teaching staff and remain within the same room as the teacher so they can supervise the volunteer and activity. They should follow the same procedure as a visitor.

The Head Teacher has the authority not to accept the help of volunteers if he or believes it will not be in the best interest of the children.

## **6. DEPLOYMENT OF CLASSROOM HELPERS**

Classroom helpers will be asked to support children where there is the most need for individual support.

## **7. STATEMENT OF EXPECTATIONS OF BEHAVIOUR**

Whilst the public are on our premises there is an expectation that behaviour by both staff and visitors, including parents/carers of pupils, will meet certain standards.



- Our staff will be polite and courteous towards you at all times. If you feel a member of staff has behaved in an unacceptable way please end your discussion and report the matter in writing to the Head Teacher. He will then contact you to investigate and attempt to resolve your complaint, by following the school's policy on complaints and concerns.
- In return it is our expectation that you will be polite and courteous to staff. If staff are subjected to unacceptable behaviour they have been instructed to end the discussion with you and inform you of the reasons. You will be asked to leave the premises. A letter to confirm the reasons why you were asked to leave and the action that we intend to take as a result will be sent to you. You will be given the opportunity to discuss the matter with us in a calm and civil manner. If the incident is particularly serious or is repeated you may be barred from the premises.
- The following behaviours are not acceptable:
  - Swearing, spitting, shouting, threatening words or gestures
  - Physical intimidation and the use of force such as pushing, pulling, poking, prodding, etc.
  - Racist, ageist and sexist comments
  - Being under the influence of drugs or alcohol whilst on our premises
  - Smoking whilst on our premises.

## 8. MONITORING AND REVIEW

The day to day monitoring of this policy is the responsibility of the Head teacher. This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

Policy established and agreed:	April 2011
Policy Review cycle:	2 years
Policy reviewed:	April 2018
Date of next review:	Lent 2020
Member of staff responsible for the policy:	Mr Craig Heaton, Head Teacher