



Our **Vision** is to be a...

**Caring Community,  
Courageously Learning,  
Inspired to Live Life to the Full.**

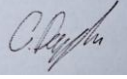

Jesus said, *"I have come that you may have life and have it to the full."*

*(John 10:10)*

### **Volunteer and Visitor Policy & Agreement**

CCI is a vibrant, inclusive and aspirational school that strives to keep the wellbeing, education and safeguarding of children at the centre of all we do. Our staff, families, Church and Governors harmoniously work together to encourage children to flourish as people as well as learners in a setting where every child is empowered, their background celebrated and their mental health protected. Our Church school vision is seen through our values-led curriculum, holistic approach to each individual and community focussed experiences. This approach then enables every child in our care to learn to live life in all its fullness, during their educational journey with us.

The value we place on every individual extends to our staff team too, who are our greatest resource within school. We aim to uphold high levels of wellbeing through continued professional development, high aspirations and an ongoing collaborative approach. In all we do at Christ Church Infant school, we keep children at the heart of our work. The following policy sits within this school vision and ethos so should be read with this context in mind.

Signed CoG: 	Name: Chris Douglas	Ratified Date: T4 2024-25
Signed Head: 	Name: Anna Martin	Review: T4 2027-28

# Volunteer and Visitor Policy & Agreement

## Rationale

Christ Church C of E VC Infant School welcomes and actively encourages the participation of parents, carers and other volunteers from the local community and this policy forms part of the school's safeguarding procedures. Children benefit from parents and other adults being involved in the school as it demonstrates an interest in the value of learning and builds partnerships in learning through the sharing of skills. It builds trust and understanding of the school and enables a variety of role models. Volunteers are able to gain satisfaction from contributing to the learning of both their own child and others.

## This policy aims to

- Clarify the protocol for working as a volunteer within the school setting
- Ensure all adults in school work in such a way as to promote our school's Christian aims and ethos.
- Ensure the safety and well being of pupils and staff
- Provide guidance for successful partnership between volunteers and the school

## Guidelines

- Anyone wishing to become a volunteer should approach the class teacher, Deputy Headteacher or Head Teacher directly. All volunteer requests must then be processed through the office so that Safer Recruitment procedures can be adhered to.
- Before starting to help in school or assisting on an out of school visit, volunteers should complete the Volunteer and Confidentiality Agreement (Appendix 1) which sets out the school's expectations of volunteers and ensures they have received a copy of this policy and the Parent/Helper Information Leaflet.
- Volunteers must also read the Visitor Safeguarding and Confidentiality Agreement (Appendix 2).
- The school will seek DBS clearance for any **regular** (more than 3 times per month) volunteers working with children before they begin. We will also carry out online searches for all volunteers and carry out the safer recruitment processes applied for all staff of asking volunteers to complete an application form and provide two references from different settings.
- All volunteers in school, disregarding whether they have satisfied the Safer Recruitment process or not, will be within ear shot and eye sight of staff members at all times.
- Volunteers must also follow the school staff guidance for devices used for photos and videos and the school has the expectation that these will be turned off and not is use around the children (see agreement for full list of safeguarding expectations).

## Confidentiality

Volunteers are required to sign to agree to the Confidentiality Agreement which outlines the aims and expectations of volunteers with regard to information and knowledge obtained through being in school or supporting on visits.

## Aims of Confidentiality Agreement

- For children and adults in the school community to enjoy privacy from unhelpful talk/gossip
- To enable the school to meet the needs of the whole community
- For children to learn in a safe and secure environment
- To hold and safeguard information received
- For matters to be dealt with according to school policy

Educational (including social and behavioural) and organisational matters should not be discussed outside the classroom. **Volunteers MUST NOT report their observations to other parents.**

## **Supervision**

All volunteers and visitors will be responsible to a staff member whilst in school. Teachers retain responsibility for children at all times, including behaviour and activity. Volunteers should seek further advice/guidance from the teacher in the event of any query or problem regarding children's understanding of a task or behaviour. Volunteers must always stay within earshot and sight of the staff in the class where they are volunteering. Visitors, such as contractors, can work in isolation if children are not on site.

## **Health and Safety**

All volunteers will make themselves familiar with the Health and Safety Policy available on the school website or from the office upon request. Class teachers will ensure volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. accompanying children on visits). Volunteers need to exercise due care and attention and to report any obvious hazards to the Class Teacher/Head Teacher.

## **Child Protection**

The safety of our children is paramount. Should a child make a disclosure to a volunteer it is important that the volunteer does not ask leading questions but listens and then informs the child that they have to tell the class or Head Teacher. The volunteer should then inform the class or Head Teacher immediately.

Where volunteers are involved in one-off activities and are not DBS checked (e.g. school trips) these volunteers will be under the constant supervision of school staff.

Under no circumstances will a volunteer take a child to the toilet.

Mobile phones should be switched off and must not be used to communicate or record sound or images on the school premises.

All volunteers will be pointed to the Safeguarding policy.

## **Complaints Procedure**

Any complaint by a volunteer will be dealt with by the Head Teacher or Chair of Governors depending on who the complaint is about in accordance with the Complaints Handling policy.

## **Monitoring and Review**

This policy will be monitored annually and reviewed 3 yearly.



Christ Church CE VC Infant School

*Caring, Courageous, Inspired*

### **Volunteer Agreement**

Christ Church C of E VC Infant School values your time and willingness to support us with our learning, development and well-being. As a school we have the responsibility to ensure that our volunteers are aware of the obligations that are placed on us when working in the school environment in order to maintain the safety and welfare of children and adults as well as to fulfill statutory safeguarding requirements.

1. Volunteers must comply with school policies and procedures at all times and must follow any instruction provided by staff members. They will be challenged if not.
2. Volunteers must regard themselves as adult role models when undertaking school activities and ensure that their conduct is appropriate and in line with the school's Christian aims and ethos.
3. Volunteers have the right to expect respect and co-operation from any pupils with whom they engage with. Any concerns regarding behaviour should be reported to the class teacher.
4. Volunteers who undertake activities involving pupils on a frequent basis (more than 3 times per month) are required to obtain a DBS Certificate. The school is required to maintain a record of all adults subject to safeguarding procedures. This record is kept on a confidential basis and is subject to inspection by Ofsted and Safeguarding Governors. They will also be required to submit an application form and satisfy two reference checks from 2 different settings before volunteering in the school on a regular basis. Online searches will also be carried out by the school admin team.
5. Volunteers must not use phones or any AV equipment on site and all phones must be turned off.
6. Volunteers must show photo ID on arrival on their first visit to the school that is checked against a DBS check.
7. Volunteers must sign in and out, agreeing to the safeguarding guidance displayed in the entrance, and wear a lanyard at all times.

#### **Aims of the Confidentiality Agreement**

- For children and adults in the school community to enjoy privacy from unhelpful talk/gossip
- To enable the school to be meet the needs of the whole community
- For children to learn in a safe and secure environment
- To hold and safeguard information received
- For matters to be dealt with according to school policy

I \_\_\_\_\_ agree to keep the school's confidentiality and will not discuss or pass on information about pupils or school matters which I may receive or obtain while undertaking voluntary work.

I have read the Volunteer Policy and understand the expectation of the role.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Visitor Safeguarding and Confidentiality Agreement

**By signing in on arrival at the school, all visitors are agreeing that they will read and abide by these guidelines;**

### General safety

- Sign in/out and wear the visitor badge provided at all times.
- Contractors should not work in areas where children are working/playing unless supervised by a member of staff.
- Providing a good example and being a positive role model by being respectful, fair and considerate to all. Polite language must also be used.
- Treat all children and staff equally, referring any safeguarding or behaviour concerns to DSL (Designated Safety Lead) Anna Martin or DDSLs (Deputy Designated Safeguarding Leads) Gareth Jones or Jenni Rylands.
- Volunteers such as parents or grandparents must stay with the class in the room where the class teacher or TA is when supporting children. This is despite having a DBS check.
- Other visitors to the school such as Speech and Language therapists who need to work 1:1 with individual children in quiet spaces must keep doors open or remain visible to others staff in the school. A DBS check must also be provided with photo ID on arrival.
- **DO NOT** photograph children or take any photographs in the school without written permission of the HT or DHT.
- Do not exchange any personal contact details with children.
- Personal mobile phones **MUST** be turned off and not used on the school site. If a phone call needs to be made whilst on site then the office phones can be used or visitors can leave the site to make a phone call. Children should not be shown any images, videos or messages on phones.
- Only touch children for professional reasons (such as an Occupational Therapy assessment) and when this is necessary and appropriate for the child's wellbeing and safety (such as stopping them from hurting themselves). Any necessary physical contact must be under the direct supervision of a member of staff.
- **DO NOT** bring nuts onto the school premises as we have children with severe allergies.
- **DO NOT** share any information about a child that you may hear in school unless you have been given express authority to do so.

### What to do if a child tells you something which may raise child protection or safety concerns:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- **DO NOT** investigate or ask leading questions.
- **DO** tell them that you will need to tell someone else such as the Headteacher, Deputy Headteacher or Special Educational Needs Coordinator.
- **DO NOT** promise to keep what they have told you a secret.
- Inform the class teacher or a DSL/DSLs as soon as possible.
- Make a witness record (in blue or black ink) of the allegation/disclosure and sign, date and record your reason for being in school. Give this to the DSL or one of the DDSLs. Only record the facts of the child's disclosure.

### Use of photographic or other AV recording equipment in school:

- No cameras or other AV equipment (including mobile phones or iPads) should be used in school without permission from the Headteacher or senior member of staff.
- Parents/carers may photograph or video school assemblies or productions but **MUST NOT** share these on social media without the express permission from all parents/carers of the children within the photo/video.

**By signing in on arrival at the school, you are confirming that you have read and will abide by these guidelines. If you have any concerns about how the school is safeguarding children, then this can be confidentially reported to South Gloucestershire's Safeguarding team by phoning 01454 866 000.**