



Colley Lane Primary Academy

"Never settle for less than your best"

Subject: Visitors/Volunteers in School

Issue Date: May 2023

Safeguarding Statement

At Colley Lane Primary Academy, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Colley Lane Primary Academy. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.



Introduction

Colley Lane Primary Academy welcomes visitors from the local community and external agencies to promote learning and well-being through their experience and expertise. As a school we aim to provide our parents and pupils with a broad, balanced and enriched programme. We see the inclusion of visitors' input into the programme as one means of ensuring that we meet this aim. This enables our parents and pupils to question and learn from 'experts' from various walks of life and disciplines which allows them to gain a wider view of the world and gain insight into the lives of other people.

Types of visitors:

Volunteer Helpers

We want our school to be open and welcoming 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. However, our overriding concern is for the safety of the children in our care.

Volunteer helpers support the school in a number of ways, some of which include:

- Supporting individual pupils
- Hearing children read
- Helping to support children on educational visits
- Helping with work groups
- Helping with art or subjects involving other practical activities

Volunteer helpers are **not allowed** to carry out 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

Vetting Procedures for Volunteer helpers

For the safety of the children, all volunteer helpers working in regulated activity are required to have police clearance through the Disclosure Barring Service (DBS) before they work in the school.

The headteacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

All information will be recorded on the school's Single Central Record.

Work Experience and Placements

In addition, we offer work experience placements for adults in training as well as young people wishing to gain work experience in a school setting. In such cases the vetting is carried out by the applicant's host agency. The vetting responsibility for students on placements from universities or colleges lies with their place of study and a formal statement of assurance, together with the student's DBS clearance information, will be provided to the school prior to commencement of their placement. This information will be held on the



school's Single Central Record (SCR) which records all our vetting procedures. Where secondary school/academy students from other schools/academies seek work experience, a statement of assurance as to their suitability will be obtained from their school/academy. Such students will be fully supervised at all times. Whilst these measures are strictly adhered to we do not wish to deter volunteers and wish to assure all applicants of our commitment to supporting their learning experience and stress that we value their contribution.

Colley Lane has a Work Experience & Student Placement Policy and process, overseen by the Deputy Headteacher.

Visiting staff from Local Authorities or Agencies

Visiting staff from the Local Authority (LA), Children's Services, Health agencies e.g. NHS, CAMHS and private companies that have an agreement with the school do not have to comply with the aforementioned vetting procedures if their organisations have issued a statement of assurance and the visitor has a current ID badge. These statements assure school that their host organisations have completed enhanced DBS checks on all staff who visit school. If these staff will be working directly with pupils on a regular basis their details will be recorded on the Single Central Record. The only fields to be populated on the Single Central Record will be the visiting staff's name, DBS number and their organisation name in the address field.

Infrequent visitors such as artists, authors and theatre companies are fully supervised at all times and will not be required to submit DBS verification.

Other frequent visitors i.e. PE tutors, music teachers etc must have the appropriate DBS clearance if working in regulated activity. On their first visit they will be asked to provide evidence of their DBS clearance and present ID. Their details will be recorded on the Single Central Record.

All appointments or visits should be arranged via the school office prior to the date.

Guest Speakers / Assembly Visitors / VIPs

Before your visit

- Make sure you understand and follow the school's processes for visitors, whichever capacity you are visiting in.
- Confirm the date and time of your visit with the school. Make sure you know who to ask for when you arrive.
- If you're self-employed or visiting on behalf of an organisation, be prepared to share your safeguarding and child protection policies and procedures in advance. The school will need to check that your safeguarding measures meet their standards.
- Organisations should provide the school with written confirmation that visitors have been recruited following [safer recruitment](#). This includes confirmation that anyone working or volunteering with children has undergone the relevant vetting and barring checks. The school will need to check these procedures meet their standards.
- If you are self-employed, it's best practice to show the school evidence that you have carried out the appropriate [vetting and barring checks for self-employed people](#).



- If you plan to take **photographs** of children and young people as part of your work, you must seek prior permission from the school.
- Make sure you know how to recognise and respond to any concerns about a child's safety or welfare.

During the visit

- Be prepared to show identification when you arrive.
- Follow the school's code of conduct.
- Only go into areas of the school you've been permitted to enter.
- You should only be alone with children if the school has given you permission. If you are working **one-to-one** with a child, make sure you put the appropriate safeguarding measures in place.

If you identify a safeguarding or child protection concern

- Report it by following both the school's and your own procedures.
- Keep a record of your concern.
- Work with the school to support any ongoing work with that child and their family, including referrals to other agencies.

Visitors from Windsor Academy Trust (WAT)

Visiting staff from Windsor Academy Trust should sign in when they arrive on site. They must wear their ID whilst in school.

If they do not have their ID, they will be given a visitor lanyard (green) to wear.

If the member of staff is a frequent visitor, their details must be entered onto the Single Central Record. Details of their DBS clearance can be obtained from their host school or from WAT head office for members of the Executive and central teams.

Contractors

Contractors on site are usually by arrangement of Mitie (PFI management team).

Wherever possible maintenance work should be carried out on site outside pupil access hours. However, there are times when this is not possible. In such cases delivery staff, maintenance engineers and contractors may access and carry out routine and emergency work on the school site. These visitors are required to meet the school's safeguarding requirements.

- All contractors are required to sign in with the onsite Mitie FM team.
- In some special circumstances contractors may be required to have DBS verification in place. For example:
 - Where contractors, during on-going building work, will be regularly working unsupervised by school staff and/or close proximity to outdoor areas or internal areas where pupils are present



- o Where the nature of the contractor's works means they will have access to sensitive data e.g. computer maintenance/management information service companies

All contractors on the Mitie preferred vendor list are enhanced DBS checked, so the school will not need to carry out DBS checks.

Such contractors are not required to present their employees' DBS certificates due to the risk associated with its potential loss. This is in line with central government guidelines.

Should a contractor be engaged by the school (not through Mitie), then the school should be requesting enhanced DBS certificates from the contractors or organisation.

If they are engaged on a regular basis, then the school should liaise with the contractor or organisation directly to facilitate enhanced DBS checks.

Where there is no enhanced DBS certificate, then the contractor must be kept supervised at all times if there is the possibility of them coming into contact with pupils. If this proves difficult a risk assessment may be undertaken to ensure measures are in place to mitigate any safeguarding risks.

Visitor Procedures on site

When visitors, volunteers and helpers arrive in school, they must sign in at the reception desk.

They will be given a visitor's badge, which they should wear at all times and a visitor information leaflet. Lanyards will be assigned to each visitor accordingly:

- Volunteers/Visitors in regulated activity with DBS clearance – Green Lanyard
- All other visitors with no clearance – Red Lanyard (must be escorted)
- All visitors must sign out and return their passes/lanyards before they leave.
- Mobile telephones are not to be used on school premises without the consent of the Headteacher.

Reporting Safeguarding concerns

Report any concerns to the class teacher who will pass the information to the schools DSL. Alternatively, speak to the office who will locate the DSL so that they can be spoken to in person, if required.

If you suspect, or a child discloses that he/she is being harmed, it is essential that you remain vigilant. If they can communicate that they are being harmed:

- Listen to what is being said without being shocked. Allow the child to talk freely.
- Do not interrogate the child or ask any leading questions
- Do not question the alleged perpetrator
- Explain you will have to speak to the DSL in order that you can help
- Record the details immediately





If the alleged abuser is a member of staff, report all allegations to the Headteacher. If the alleged abuser is the Headteacher, report all allegations to the WAT Chief Executive.

To ensure that your behaviour is always appropriate, please follow the following guidance.

- Appropriate relationships with children should be based on mutual trust and respect.
- As a volunteer, student or supply worker you may well be working closely with children sometimes on a one to one basis.
- If you are working with a pupil on their own, always ensure that the door is left open and/or that you can be visible to others.
- If you seek further clarification on any of the above information in this section, please do not hesitate to speak to a member of staff.

Monitoring

This policy, its implementation and effectiveness is regularly monitored by the Headteacher, Senior Leadership Team and the Governing body and is reviewed regularly.

Policy date	December 2016	John White
Policy updated	November 2020	Updated by: Jane Capewell, Personal Assistant
Review date	November 2020	Reviewed by: Helen Hale, Headteacher Gemma Fox, Assistant Headteacher Jane Price, LAB Chair
Approval date:	November 2020	Approved by Jane Price 25/11/2020
Review date:	May 2023	Reviewed by: Dominic Simpson, Headteacher  Jane Price, LAB Chair 
Approval date:	May 2023	Approved by Jane Price 17/05/2023