



Visitor and Volunteer Policy

Summer 2025

Here at Southglade we want to provide a safe caring environment for our children, where they feel safe, nurtured and happy.

In order to achieve this, we have in place a group of policies that complement each other to safeguard, protect and promote the welfare of our children.

These policies are:

Attendance Policy

Behaviour Policy

SEND Policy

Child Protection Policy

Visitor and Volunteer Policy

Confidential Reporting Code (Whistle Blowing Procedure)

Procedure for handling concerns and complaints

Feel free to ask to see a copy of these at any time.



VISITOR AND VOLUNTEER POLICY

At Southglade we recognise the value parents, carers and visitors bring to our school when they give up their time in order to help out or visit. We aim to provide our children with a broad, balanced and enriched curriculum and we see the inclusion of visitors and volunteers as a way of helping us achieve this. All staff and children welcome and encourage parents, carers and visitors to participate fully in school life.

Our main priority is for the safety of the children at our school. This policy sets out the procedures in place to ensure that the children benefit from as much help and support as possible whilst being provided with the best possible security and safeguarding.

Please take a moment to read this policy which outlines some important information. Please sign the acknowledgement form at the back of this policy and return the back page to school.

School Ethos

- To encourage children to believe they can achieve anything and have the confidence to make mistakes.
- To have respect for everyone
- To make everyone feel valued

Our school code of conduct is based upon RESPECT and we use Recognition Boards to acknowledge pupils who demonstrate the following characteristics:

Responsibility

Empowerment

Safe

Perseverance

Empathy

Collaboration

Tolerance

Designated Persons for safeguarding are: -

Mrs A Thomas
Mrs A Main
Mrs D Finnie
Mrs Jo Rowlett
Mr K Pegram
Mrs A Carter

Our Safeguarding statements:

We cannot promise children that we will keep secrets.
It is everyone's responsibility to keep our children safe.
We must all follow the safeguarding and children protection policy.

Our Safeguarding Team at Southglade



Volunteers

At our school we feel strongly that volunteers bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the local community.

Our volunteers include: -

- members of the Governing Body
- parents/carers or grandparents of pupils
- ex-pupils
- pupils/students on work experience or placements
- teacher or teaching assistant trainees
- ex-members of staff
- Literacy Volunteers

The type of activities which volunteers could be engaged with include: -

- listening to children read
- preparing resources
- working with small groups of children
- undertaking art and craft activities with children
- accompanying school visits

Volunteers that do not hold a valid DBS will be supervised at all times by school staff and will not have any unsupervised access to the children.

Child Protection

Under the Education (Teachers' Amendment) Regulation 1998, the school is required to undertake an enhanced DBS disclosure check for anyone with responsibilities which can give them regular, unsupervised access to pupils under the age of 19. Therefore, all volunteers that intend to help out in class on a regular basis will be required to complete a DBS form. (For the purpose of this policy, regular basis means more than 3 days in a 30-day period).

Our Expectations for Volunteers

We believe that the role of volunteers in our school supports the enrichment of the pupils' learning experiences, but should not encroach on, or restrict, professional teaching duties. The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, is managed with care; in particular, taking account of the needs of the pupils and the staff to whom they are assigned.

All volunteers need to sign in using our electronic system located in the reception area. They will be issued with a visitor pass and will then be taken to the class in which they will be working which will have been organised by a senior member of staff prior to the visit. **All of our volunteers need to wear a school "visitors" badge even if they are a City Council employee and have other identification.**

All visitors must sign out at reception at the end of their visit.

Fire Safety Procedures

Should the fire alarm be triggered there are sounder beacons throughout school.

Fire action notices are displayed adjacent to fire exits.

Escape routes and exit doors are identified with photograph signage.

Fire alarm call points and fire procedures are situated adjacent to each emergency exit door within school.

Upon hearing the alarm everyone should evacuate as soon as the alarm has been raised by the nearest available exit and assemble at the fire assembly point in the school grounds. The children and school staff practise evacuation procedures regularly and school staff will be responsible for the children in the event of an emergency or drill.

At the sound of the fire alarm, senior members of staff will open the Inventory app on their iPad, to check for visitors and leavers to the school to ensure all persons are accounted for.

Designated members of staff will check all rooms, areas and toilets on exit.

Visitors

Persons visiting school for a one-off event (eg Aspirations Day) will not receive an induction however will be given a copy of essential information



VOLUNTEER AGREEMENT

(Please keep this copy for your records)

Thank you for offering your services as a Volunteer at Southglade Primary and Nursery School. Your kind offer of help is greatly appreciated by both staff and children. We hope that you will gain a great deal from your experience here.

Please read and sign this Volunteer Agreement sheet and return the back page to school.

I can confirm that I:

- have received a copy of the School's Visitor and Volunteer Policy
- agree to support the School Ethos, Rules and Code of Conduct
- agree to treat information that I learn from being a volunteer in school as strictly confidential
- understand that I may be required to undergo a Disclosure & Barring Scheme (DBS) check, to advise the school of my suitability as a volunteer
- have read the fire safety procedures and understand the action required in the event of a fire evacuation
- have had a visitor / volunteer induction

NAME: _____

SIGNED: _____

DATE: _____



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