

# Volunteers and Visitors Policy



**Adopted by LGB of Tugby CE Primary School on: November 2024**

This policy outlines Tugby's aim to provide a safe environment in line with statutory safeguarding policy and procedures. We welcome Visitors and Volunteers, and aim to ensure that they have a positive impact on the children.



## **1. Introduction**

A volunteer is a person who gives freely of their time, skills and experience to the school without expectation of financial reward.

Volunteering can take many forms; some tasks can require particular skills whereas others require no specific skills. It may be a one-off activity, for a limited time to complete a particular activity or project or carried out on a frequent basis.

A visiting speaker is a person who is asked, or requests, to speak at a school based event involving pupils. The person is usually not organising the event in any way and will be participating under the supervision and guidance of a member of staff. This will include but is not restricted to ex-pupils returning to give talks or presentations and individuals from business, industry, commerce, associations, public services, charities, religious groups or individuals with no formal association to any particular body.

This policy also covers those who are undertaking work experience in the school.

## **2. Policy statement**

Tugby C of E Primary School encourages the appropriate use of voluntary workers and recognises the immense benefits that volunteers and visitors can bring and the links that they make between the school and the local community.

In return the school hopes to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.

It is the policy of Tugby C of E Primary School that voluntary activities will not be a substitution for paid employment.

## **3. Equal opportunities statement**

The school is committed to ensuring that our equal opportunities policy is fully effective. All new volunteers will be given an outline of our equal opportunities policy document. School staff and volunteers will be expected to adhere to the principles contained in the policy.

The school is committed to ensuring our volunteering opportunities are accessible to all through open and flexible recruitment, selection, support, monitoring and evaluation procedures.

## **4. Legal background**

This policy complies with the provisions of:

- a) The Employment Rights Act 1996 Volunteers are not employees of the school and therefore do not have a contract of employment or benefit from the terms of the Act
- b) The Immigration, Asylum and Nationality Act 2006 It is a criminal offence to employ someone who has no right to work in the United Kingdom, or no right to undertake the work being offered. This also applies to voluntary work.
- c) The Rehabilitation of Offenders Act 1974 Spent convictions will be disclosed and taken into account when considering suitability to work as a volunteer with children, vulnerable adults or in certain other positions of trust.

- d) The Safeguarding of Vulnerable Groups Act 2006 All individuals seeking to volunteer in regulated activities must undergo an enhanced CRB Disclosure check prior to commencement of duties.
- e) The Occupier's Liability Act 1957 The school has a duty of care to all individuals, including volunteers, who visit its premises.
- f) The Health and Safety at Work Act 1974 Under section 3 of the Act the school has a duty to ensure that individuals who are not employees are not exposed to health and safety risks. This includes volunteers.
- g) The General Data Protection Regulation (GDPR) places obligations on Data Controllers to keep personal data safe and protected at all times. A volunteer will have a duty of care to ensure that any personal data they may have access to in relation to the agreed work in the school, is also kept safe and protected at all times.

## **5. Status**

A volunteer is not an employee and will not have a contract of employment with the school or benefit from any of the school's terms and conditions of employment, such as payment for work, holidays or sickness.

The school will agree a role with the volunteer and there will be an expectation that the volunteer will meet the requirements of the role and that the school will provide an opportunity for the volunteer.

The volunteer's role must not include working with their own child(ren) or be in the class of their own child(ren).

The volunteer is free to refuse to fulfil the role and the school is not bound to provide the opportunity. It is expected that both the school and the volunteer will give as much notice as possible if unable to meet these expectations.

Volunteers are not, and must never be, a substitute for employees.

## **6. Recruitment**

The recruitment process for volunteers should be carried out by the Headteacher (or nominated member of staff).

Unless the volunteering opportunity is a one-off short-term nature a person wishing to become a volunteer should complete a volunteer application form. The applicant should be asked to identify areas in which they would like to volunteer. (The Volunteer Application form can be found at Appendix 1)

If there is a suitable volunteering opportunity an interview should be conducted to gauge the person's aptitude and suitability.

Depending upon the nature of the opportunity, the prospective volunteer may be subject to the following checks:

- a) References. Two references are mandatory.
- b) Disclosure and Barring Service (DBS). This is mandatory where the volunteer will have substantial access to children or other vulnerable groups. It is the responsibility of the

Headteacher to ensure that the statutory DBS requirements are met, and reference has been made to the Recruitment Policy.

- c) Where DBS clearance is required the individual must not commence any unsupervised voluntary activities prior to receipt of satisfactory clearance.
- d) The DBS details of volunteers will be recorded on the school's Single Central Record.
- e) Medical clearance may be required where the volunteer has declared a medical condition which should be taken into consideration by the Headteacher or where the volunteer will be required to undertake a role that involves a significant level of physical activity.
- f) Volunteers' personal records will contain only relevant information from their recruitment process. Any information given in confidence will only be used for the purpose for which it was intended and will not be disclosed to others within or outside the school without the informed consent of the individual concerned.
- g) Volunteers' personal information will be stored securely, and access restricted to the individual concerned and appropriate staff members.

## **7. Volunteering agreement**

Where it has been agreed that a role may be undertaken by a volunteer the volunteer will be invited to enter into a volunteering agreement with the school. This agreement will identify:

- the volunteer's role
- expectations in terms of how they conduct themselves
- any training that the volunteer is expected to undertake
- health and safety requirements
- the insurance cover that will be provided for the volunteer
- who will supervise the volunteer
- how the volunteer will be notified if their role is to come to an end
- which class (not their own child's, if applicable) they will be based in

## **8. One-off volunteering opportunities**

Some activities may involve volunteers on a one-off, short-term basis. If the volunteering opportunity is of one day's duration or less and not likely to recur the recruitment process outlined in sections 5 and 6 above will not apply. In such cases the Headteacher or supervisor must ensure that all volunteers involved in the event record their attendance (signing in book / systems).

## **9. Health and safety**

The school has a responsibility for the health and safety of volunteers and will provide any reasonable training required for the role, including health and safety training.

Volunteers should always follow the school's health and safety policies and procedures. They have a duty to take care of themselves and others who might be affected by their actions. Volunteers must report all accidents and 'near miss' incidents to their supervisor.

Volunteers must be advised that they are not permitted to act outside their authorised area of work.

It is the responsibility of the supervisor to ensure that an appropriate risk assessment is undertaken for each volunteering opportunity identified.

The supervisor will ensure that volunteers are provided with appropriate guidance on any health and safety issues that arise.

#### **10. Recompense**

Volunteers are unpaid and will not be eligible to receive expenses (this excludes Work Placement Volunteers)

#### **11. Policies and procedures**

Volunteers are expected to comply with all statutory regulations whilst they are on the premises or undertaking any of their volunteering duties, including health and safety, anti-discrimination and General Data Protection Regulations (GDPR), which are outlined in the school policies.

The Headteacher or delegated supervisor will ensure that the induction includes an explanation of these policies and procedures and any other policies that are relevant to the volunteering work e.g. safeguarding policies.

#### **12. Insurance**

The school will ensure that volunteers / visitors are covered for insurance purposes in respect of personal injury. The school also holds public liability insurance. The school's insurance will not cover unauthorised actions or actions outside the volunteering agreement.

#### **13. Confidentiality**

Volunteers may become aware of confidential information about the School, its employees, pupils, customers and suppliers. Volunteers must not disclose this information or use it for their own or another benefit without the consent of the party concerned. Any breaches in data security will leave the volunteer and the School vulnerable to significant penalties due to infringement of GDPR rules

Volunteers should not speak to the press or communicate with any other media on matters which directly relate to the affairs of the school. Volunteers must not discuss individual pupils with any person outside of school including their parents/carers.

#### **14. Supervision**

A supervisor will be designated to support and manage the volunteer. The supervisor will review the arrangements on a regular basis. If the volunteer has any queries or would like to change their role this should be discussed with the supervisor.

#### **15. Dealing with problems**

- a) If a volunteer has any concerns or complaints regarding a pupil they must raise it immediately with their supervisor, this includes concerns over breaches in data security.
- b) All volunteers should be aware of safeguarding procedures for dealing with disclosure by a pupil.
- c) The supervisor will deal with any concerns or complaints raised in a timely manner in accordance with school policies.
- d) If the volunteer wishes to make a formal complaint this should be put in writing to their supervisor.

- e) If it is not possible to reach a solution the volunteer may raise the matter with the Headteacher or designated senior leader who will meet with the volunteer to discuss the issue raised and seek a solution.
- f) If a complaint is made about a volunteer, this will be notified to the volunteer in writing and the Headteacher will decide whether any action should be taken

## **16. Volunteer's pack**

On commencing the voluntary role, the volunteer will be given an appropriate induction and (unless the volunteering opportunity is for a one-off event) a pack containing:

- General information about the school, as appropriate
- A copy of this volunteering policy
- A standard volunteering agreement
- Details of where the volunteer can access the Tugby C of E Primary School policies and procedures.
- A copy of the staff handbook
- A copy of volunteer guidance documents

## **17. Records**

Personal data pertaining to volunteers will be processed as necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. A record of volunteers and associated documents, as appropriate will be maintained by the School in accordance with the General Data Protection Regulation (GDPR).

## **18. General Requirements for Volunteers and Visitors to School**

Volunteers and visitors must report to the School's Main Reception when arriving or leaving the School; they will be asked to sign in and out and to receive a visitor's badge. Notices are displayed indicating that all visitors are required to report to the School Reception. Safeguarding and Fire safety information should be shared with all volunteers / visitors upon arrival.

If volunteers and visitors arrive before 8am the member of staff responsible for arranging the visit must make appropriate arrangements to meet the volunteers/visitors and arrange for them to return to Reception as soon as it is open to sign in and collect their volunteer/visitor badge. At the end of their time in School, volunteers/visitors must be signed out by a member of staff in reception on returning their badges. If visitors depart after 4pm the member of staff hosting the visit should retain the visitor badge once the volunteers/visitors are ready to depart and return the badges to the office.

The Office is responsible for ensuring that the record of visitors is checked regularly, and any discrepancies accounted for. The Office staff should regularly check for non-returns of ID lanyards. This information should be reported to the Office Manager and/or Headteacher.

School pupils are to be regularly reminded that in the event of seeing a person they do not recognise and they are not displaying a visitor badge, they should tell a member of staff straight away. Similarly, staff should always approach someone they do not recognise who is not wearing a visitor badge and offer their assistance.

### **Visitors who should wear badges**

- Those enquiring about admission to the School who leave the reception area
- Adults attending an employment interview.
- Teachers/pupils from other educational establishments other than those here for a sports fixture or such event where all members of the party are escorted at all times.
- Tutors of students on placement or work experience.
- Contractors working on site.
- Professional agencies.
- Former pupils.
- Governors and Trustees.
- Guest/Visiting Speakers

### **Exceptions to Visitor Requirements**

- Employees of the School.
- Pupils enrolled at the School.
- Registered School volunteers/helpers.
- PGCE students on placement at the School.
- Students on work experience at the School.
- Suppliers/contractors making deliveries or collections, provided they are not anywhere other than the delivery point.
- Parents/guardians dropping off or collecting pupils and who remain in the car park.
- Parents, Visitors, Governors or Trustees who have been invited to visit the School as part of a scheduled open day, special event, calendared event or scheduled performance by a class, team or group including sporting fixtures.
- Other adult participants in organized and school approved activities during out of School hours.
- All visitors who remain in the reception area.

### **19. Parents or visitors attending events**

Parents or visitors who have been invited to visit the school as detailed in the 'Exceptions to Visitor Requirements' above are restricted to the areas of the school where the event is taking place.

Parents and visitors should only use the designated adult toilet facilities and must not access pupil toilet facilities. If they are in any doubt they should consult a member of staff.

It is expected that the organising member of staff will manage and supervise their visitors at all times.

### **20. Contractors**

All contractors attending and working on site must be signed in and provided with a visitors badge / lanyard. It is accepted that for safety reasons it is not always appropriate for contractors to wear the lanyard around their neck however the contractor must have the lanyard on their person at all times. The Premises Officer (or office manager in their absence) must ensure all relevant safeguarding, Asbestos and fire and safety information has been shared and signed for by the contractor (Contractors Log Signing in Sheet).

If the activity carried out by the contractor is for the purposes of the school and provides an opportunity to have contact with children then an enhanced DBS certificate with barred list must be obtained otherwise the contractor must be supervised by a member of staff (usually the P.O.) at all times. **Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.**

## **21. Visiting speakers**

In line with guidance within Keeping Children Safe in Education (September 2018 edition) and in relation to the Prevent directive and potential for radicalisation, no guest speaker must be booked and confirmed until such times as the school has completed a background check on the identified speaker. In most cases the attendance of a guest speaker will not fall under the criteria for “Regulated Activity” and as such a DBS check will not be appropriate.

The background check is to be based upon factors including, but not solely;

- Nature of the talk
- Identified audience
- If the speaker known to the school and if so how (i.e. parent/former pupil etc.) (note – being a former pupil will not necessarily negate the requirements for detailed background checks)
- When and where talk will take place
- Has the school been approached by the speaker/company?

As a minimum this check should consist of an internet search engine search to identify and confirm the individuals background and identity, in line with current awareness of the speaker. School office managers should always ask if the individual has a DBS and ask to see it if the answer is yes.

It may be appropriate to gain an independent reference on the validity of the guest speaker and the suitability of the subject matter from other schools who may have had recent visits from the speaker, to further confirm the validity of the speaker.

All the aforementioned checks are to be conducted discreetly and ahead of any confirmation of acceptance of the speaker to the school.

A formal register for the documentation of all guest speaker’s checks should be held.

On the day of the talk the organizing member of staff is required to meet the speaker in reception, request to see some form of identity (passport, driver license) and book the speaker in at reception ensuring they are issued with a visitor lanyard / badge. The guest speaker is to be accompanied at all times whilst on the school premises.

# Toolkit

1. VOLUNTEER APPLICATION FORM
2. VOLUNTEER AGREEMENT
3. AGREEMENT AND GUIDELINES FOR VISITING SPEAKERS

# Volunteer Application Form



Screening checks may be undertaken on applications and applicants for the purposes of confirming information requested and provided within this application form.

## 1. POST DETAILS

Post applied for: Volunteer

Location:

## 2. PERSONAL DETAILS

Family Name:

Other Names:

Previous Names:

National Insurance Number:

Title:

Contact Telephone Number:

Address:

Post Code:

Email:

## 3. PRESENT EMPLOYMENT

(If you are not currently in employment please leave blank)

Job Title:

Telephone Number:

Employer's Name:

May we contact you on this number?

Yes

No

Address:

Date Started:

Postcode:

Outline of key duties and responsibilities:

**4a. EXPERIENCE (This should include paid and unpaid employment, work experience, placements etc) Please list most recent post first.**

Organisation	Role	Salary (If Applicable)	Date Employed		Reason for leaving
			From MM/YYYY	To MM/YYYY	

**4b. Please specify all time not accounted for above with dates and reasons**

--

## **5. SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES**

Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you suitable to work as a volunteer, as well as explaining why you want to volunteer.

## 6. RELATIONSHIPS

Are you related to any Elected Member/ employee of the Leicester Academies Charitable Trust

Yes

No

If yes, please give details

## 7. CRIMINAL CONVICTIONS AND CAUTIONS

**To be read in conjunction with the criminal convictions section on the application form guidance notes.**

Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning?

Yes

No

Please give details of all convictions and/or cautions in a sealed envelope and attach this to your form including date, court and nature of offence.

The Terms and Conditions of Employment found in your job pack will tell you if this post is defined as a 'Regulated Activity' under the Safeguarding Vulnerable Groups Act 2006.

## 8. EDUCATION

Qualifications gained or pending. Please state subject (Please be prepared to provide evidence at interview)	Grade	Date Achieved (MM/YYYY)	School/College/University

## 9. MEMBERSHIPS OF RELEVANT ORGANISATIONS

Professional Body/Association	Qualification/ Membership Level	Dates of Qual/ Membership (MM/YYYY)

## 10. RELEVANT COURSES/ AWARDS (e.g. short courses attended/ certificates/awards)

Organising Body	Brief Details of Course	Duration	
		From	To

## 11. DISABILITY/ HEALTH CONDITIONS

The Leicester Academies Charitable Trust encourages people with disabilities to apply for jobs and uses the 'Two Ticks' Disability Symbol. This means that the Leicester Academies Charitable Trust is committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities.

### The Equality Act 2010 defines disability as:

*'A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.'*

Please see notes of guidance for further clarification of this definition.

**I consider myself to be:** Disabled  Non Disabled

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

- Interview information on audio tape
- Interview information in large print format

- Sign language interpretation or other assistance with communication at interview
- Induction loop in interview room
- Wheelchair-accessible location for interview
- Car parking space for interview (for people with mobility problems only)
- Facility for Personal Carer, assistant or other person to accompany you at interview

Please specify any other support, which you would like to be made available on the day:

## 12. DATA PROTECTION ACT

The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from the last contract.

When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. The information may be used by the Leicester Academies Charitable Trust for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

## 13. REFERENCES

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Email Address:	Email Address:
Telephone Number:	Telephone Number:
Title/ Position:	Title/ Position:
Relationship to applicant:	Relationship to applicant:
One of your references should be your present or most recent employer.	

## 14. DECLARATION

- I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.

By signing this form I agree to the Leicester Academies Charitable Trust using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

- I also confirm that I have not directly or indirectly approached an Elected Member or employee of the Leicester Academies Charitable Trust or Governor of a school/college to support me in making this application as this would disqualify me as a candidate.
- I understand that if I don't tell you about any relationships with any members or employees of the Leicester Academies Charitable trust or Governor of the school/college, or I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings detailed in the guidance notes, and this is discovered after appointment, I will be dismissed.
- I also understand that satisfactory references, CRB disclosure (if appropriate), medical clearance and evidence of the right to work in the UK are required before any final offer of position can be made.

Signature:

Date:

If you are applying online you will be required to bring a signed application with you to the interview.

**VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer with Tugby C of E Primary School . Your offer of help is greatly appreciated, and we hope that you will both gain from and enjoy your experience here.

Name of volunteer \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Date voluntary work will commence \_\_\_\_\_

Date voluntary work will end \_\_\_\_\_

Outline of main tasks/activities that the volunteer will be involved in

Please read and sign both copies of this volunteer agreement, return one to your supervisor and retain one for your records.

**Declaration**

I have read a copy of the school’s Volunteer Policy and agree to adhere to this at all times I agree to abide by the school’s policies and procedures I agree to work only as directed by school staff.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Signed \_\_\_\_\_(member of school staff)

Position \_\_\_\_\_ Date \_\_\_\_\_

## **AGREEMENT AND GUIDELINES FOR VISITING SPEAKERS**

In order to maintain a clear focus on our main priority of Teaching and Learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all pupils.

Name of Visiting Speaker	
Organisation / If Applicable	

The Visiting Speaker agrees to the following Terms and Conditions:

1. The presentation must be appropriate to the age and maturity level of the children.
2. Appropriate dress, language, and behaviour are required at all times.
3. The presentation must not incite hatred, violence or call for the breaking of the school rules.
4. The Visiting Speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such.
5. The Visiting Speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community.
6. The Speaker must demonstrate a commitment to adhere to the School's 'values and ethos'.
7. The content of the speech/presentation must make a positive contribution to pupils learning.
8. The Visiting Speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and respect.
9. Visiting Speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.
10. Compliance with the School's Equal Opportunities (Equalities act 2010) and Safeguarding Policies.
11. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this.
12. Evaluation will be made to determine the usefulness of the visitor/Speaker in relation to the curriculum.
13. I have read and understood these guidelines and agree to abide by them.

VISITING SPEAKER'S SIGNATURE:

DATE:



### Request for Reference

<b>Name of Applicant:</b>	
<b>Post:</b>	<b>Volunteer</b>

To assist us in our decision to take on a volunteer please answer the following questions as fully as you are able. This form has been designed mainly for previous/present employers. If you have not employed the applicant, please indicate your connection to him/her, and provide any comments you may have as to their suitability for the role.

1.	How long have you known the applicant?
2.	In what capacity have you know the applicant?
3.	What do you feel are the applicant's strengths in relation to the volunteering role they have applied for?
4.	What do you feel are the applicant's weaknesses in relation to the role they have applied for?
5.	<p>Have you ever had any concerns about the applicant's performance/practice or conduct?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES, please describe and state whether or not these led to formal action.</p>

6.	<p>Are there any problems/concerns about their attitude/behaviour towards others?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/>.</p> <p>If YES, please describe your concerns.</p>
7.	<p>Please provide details of any disciplinary action where the sanction is current. In addition please provide details of any disciplinary action relating to safeguarding or child protection where the sanction has expired.</p>
8.	<p>Do you know of any reason why we should not take on this volunteer? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES, please comment.</p>
9.	<p>The role volunteered for involves working with children; please state whether you know of any reason why the applicant might be considered unsuitable to work with children or whether you have any concern about their suitability for such work. If you do know of any reason or concern, please provide further details</p>
10.	<p>Please state whether the applicant has been the subject of any allegations (cases in which an allegation was proven to be unsubstantiated, unfounded or malicious should not be included) relating to Children and/or Vulnerable Adults. If so, please also state the nature and date(s) of the allegations, by whom they were investigated, what conclusion was reached, and what action was taken as a result of the allegations.</p>

Please feel free to continue or add any additional comments you may wish to make on a separate sheet.

**Only signed References will be accepted**

**Please post your reference to the School**

**If you are emailing your Reference you must ensure it is electronically signed. For employers, please reply from an official e-mail address.**

Signed		Date	
Name		Position	
Organisation			
Address			
Contact Telephone Number		Email address	

**Please return to: Miss Anna Dyson, the Headteacher**

**email [office@tugby.risemat.co.uk](mailto:office@tugby.risemat.co.uk) (if returning by email the reference should be signed and scanned OR be sent from an official organization e-mail address)**

***Thank you for your assistance.***

Please note that it has been decided that volunteers have the right to view their personal record held by us. Your reference may, therefore, be inspected by the individual concerned if they are appointed and subsequently wish to view their personal record.