

# Volunteer and Visitor Policy



Adopted: October 2025

Reviewed: October 2026

## 1. Aim

The purpose of this policy and its associated procedures is to ensure the safeguarding, welfare and protection of all stakeholders of the school, its community, visitors, volunteers, students and work experience personnel. The ultimate aim is to ensure all children and staff learn and work in an environment where they are safe and free from harm.

This policy is designed to ensure compliance with current guidance and legislation and links with the safeguarding policy.

## 2. Objectives

The key objective of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the school, which is understood by all staff, governors, visitors, and parent/carers that conforms to child protection guidelines and prevents unsuitable people from working with or accessing children in the school setting.

We have responsibility for the safety and well-being of all our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

This policy applies to:

All teaching and non-teaching staff employed by the school

All external visitors entering the school site during the school day or for school activities (including music teachers, fire and rescue, police, sports coaches)

Governors

Parents/Carers

Volunteers

Work Experience Personnel

Children not on our roll

Local Authority Staff

Building and Maintenance Contractors

Halsall St Cuthbert's C of E Primary School welcomes visitors, parents, ex-students, volunteers and work experience personnel from the local community, surrounding partner schools, colleges, universities and from a variety of outside agencies to collectively support, promote learning and well-being through their individual experience and expertise

## 3. Visitors representing the Local Authority, Businesses or outside agencies

### 3.1 Local Authority

This includes the following:

Social Workers

Education Psychologist

Pupil and School Support

Finance Officer

### 3.2 Business and outside agencies

Speech and Language Therapist

Sports Coaches

Charity workers (Barnardo's, Young Carers)

## 4. Volunteers and Work Experience Personnel

### 4.1 Volunteers

The school supports parents (and other adults) wishing to work as a volunteer in school. The main ways of helping are:

- Occasional support such as a sports event or educational visit. These are individual one-off events where parents may commit themselves to one or two occasions
- Regular support is when volunteers offer weekly support to the school for an agreed period of time

### 4.2 Work Experience Personnel

The school offers a number of work experience placements throughout the school year. This can be to:

Students in Education (In Secondary School and/or College/University)

Young Adults in training

Young people wishing to gain some experience in a school setting

## 5. Contractors and other Visitors

Throughout the year, the school may receive a number of contractors and other non-pupil related visitors on site. These can include:

Delivery staff

Routine maintenance engineers

IT support

Contractors

## 6. Pre-Visit Procedures

Before a visitor is invited to the school, both the Headteacher and Deputy Headteacher are informed, with a clear explanation as to the relevance, purpose, date and time of visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.

Speakers at assemblies/citizenship/lunchtime meetings, etc., need to be cleared through the Headteacher or Deputy Headteacher.

Information relating to the visitor is provided to office/reception staff prior to the visit. In particular, full name of visitor, company name, date, time, contact in school and purpose of visit.

## 7. Visitors invited to the School

All visitors to the school will be welcomed in a cordial confidential, efficient and purposeful manner.

All visitors must stop at the front entrance and press the call button to gain access to the site, explaining who they are and the purpose of their visit. No visitor is permitted to enter the school via any other entrance under any circumstances.

Delivery staff are monitored on entry and are not allowed past reception unsupervised.

All visitors must state the purpose of their visit and who has invited them or who they wish to see. If there is any doubt as to the authenticity of this information, they will not be allowed entry to the building and the Headteacher, or a member of the Senior Leadership Team will be informed.

Pre-booked maintenance engineers and contractors are expected to produce photographic identification upon arrival. An email is sent and a response received from the third-party employer prior to the visit, confirming the individuals full name, date of birth, DBS number and date.

Formal visitors representing the LA. Businesses or outside agencies are required to present formal identification.

All visitors will be asked to sign the electronic inventory system, entering all information requested, including full name, organisation, who they are visiting and car registration number.

All visitors will be made aware of the Safeguarding & Child Protection, Code of Conduct, Behaviour and Whistleblowing Policies on arrival.

All visitors will be provided with an identity sticker and visitor lanyard and will be required to wear this at all times, whilst on the school site. The sticker must remain visible throughout the visit.

All visitors will be made aware of the health and safety emergency procedures by the member of staff supervising their visit.

All visitors without a valid Disclosure and Barring Service number will be supervised until they leave the school site.

Visitors will be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved list or hold a valid DBS.

Any visitors on site who are not recognised, or who are not appropriately “badged” with the visitor lanyard should be politely asked their business.

Pupils should be encouraged to report immediately any visitor who is not “badged” with a lanyard.

Visitors may use the staffroom at the discretion of the staff member who is their point of contact.

## 8. Visitors leaving the School

On departing the school, visitors MUST leave via reception and:

Sign out of the system

Return the identification sticker and lanyard to reception

Reception staff to ensure visitor is not allowed re-entry to school site once they have signed out.

## 9. Governors and Volunteers

All Governors, volunteers and students must undergo a new Enhanced Disclosure and Barring Service

(DBS) police check prior to the agreed start date in order to ensure that all children and stakeholders are protected. Volunteers are encouraged to join the DBS update service.

All governors and volunteers are required to comply with the Disclosing and Barring Service procedures, completing a DBS form (if not already held by the school)

The school must check all governors and volunteers DBS certificate is current and valid.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Chair of Governors.

New volunteers will be asked to comply with this policy by the office staff and/or point of contact when coming into school for any activity or class supporting role.

If the volunteers will be on site during break time and / or lunch times, they are requested to remain in the classroom for confidentiality reasons.

## 10. Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign in and be issued with an identity badge. The procedures under "Visitors Invited to the school" above will then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately and the Headteacher or Senior Leadership should be informed promptly. The Headteacher/Deputy Headteacher (or Senior leader if neither is available) will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the school site immediately and warned that if they fail to leave the schoolgrounds, police assistance will be called for.

## 11. Staff children

Occasionally, staff are in position in which they must care for their school-age child who attends another school (for example another school may have an inset day). In this case, to avoid an absence, they may request their child attends our school for the day. This request MUST be made to the Head teacher in the first instance. The decision to allow this will be based on:

- The age of the child
- Whether the child can join another class for that day

- Whether the child will remain with their parent for the duration of the day
- Lunch and breaktime arrangements

If the staff member's child is not attending their usual school for the reasons of illness, behaviour or mental health issues, it is not appropriate that they attend our school and alternatives must be sought. The health and safety of our pupils must be paramount.

## 12. Specific Guidance/Checklist for members of staff organising visits from external agencies

All members of staff should ensure the visitor/external agency complements the school's planned programme or scheme of work. All of the above checks still apply alongside the following:

Be confident that the visitor/external agency has expertise in the subject they are delivering and the experience and skills in delivering sessions to children and young people.

Before the visit, discuss with the visitor how the session fits in with the school's programme/scheme of work.

Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable before the session.

Inform visitor/external agency of: number, age and gender ratio of students, background, ethnicity and culture of students, special education needs (if applicable).

Provide access to relevant school policies, e.g. SRE, Drugs, Confidentiality and risk assessments.

Inform relevant people of presence and remit of visitor: e.g. School Reception or Senior Leadership Team.

Inform students in advance of the activity.

Provide visitor with named contact.

Organise, meet and greet arrangements and classroom/assembly lay out.

Ensure relevant staff member (i.e. class teacher) is present during session and responsible for class discipline.

Activity meets Health and Safety guidelines.

Visitor/external agency thanked for their contribution and where applicable fees paid.

Students given time to reflect on what they have learned.

Students, teacher and visitor carry out and record agreed evaluation method of session.

## 13. CPD

As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

## 14. Monitoring Arrangements

This policy will be reviewed annually.

## 15. Links with other policies

Safeguarding and Child Protection

Health & Safety

Fire Safety

Data Protection

Behaviour

Whistleblowing