

Crawshawbooth Primary School

Visitor Volunteer Policy

February 2025

Mr Willan

CRAWSHAWBOOTH PRIMARY SCHOOL

VOLUNTEER/VISITOR POLICY

Inclusion

To support our mission statement visitors will be accepted into the school regardless of their special needs, race, religion, culture, gender, sexual orientation and their family circumstances.

Equalities

The school will fulfil its commitment to equality legislation by dealing firmly, consistently and effectively with any incidents, harassment and bullying. We will ensure that all such incidents are investigated and reported to the LEA where necessary.

Aim

- To ensure the safety and security of pupils, staff and visitors
- To give information to visitors and staff about procedures during visits
- To enhance and enrich the creative curriculum through specialist expertise
- To develop effective partnerships with the community and appropriate agencies, which contribute to the welfare, well-being and learning for pupils

Procedure for Visitors - we welcome visitors to the school and expect them to comply with policies and procedures, in particular, Health and Safety and DBS clearance. We believe that all staff, visitors and children of all ethnic, cultural, racial and religious backgrounds should be treated with dignity and respect. See our Race Equality Charter on display throughout the school.

- All volunteer helpers and visitors should have clearance (exceptions can be made, after consulting the Headteacher, for those visiting the school for a short period only and are supervised by a member of staff at all times.) **THEY MUST NEVER BE LEFT ALONE WITH PUPILS**
- All visitors must report to the main entrance, state their purpose, sign in and write down their vehicle registration
- Visitors will receive a pre-printed visitor badge which must be worn at all times throughout the visit to school
- Visitors will be made aware of the evacuation procedures by the office staff and asked to wait in the main entrance or be escorted to the teacher they are visiting.

- Visitors mobile phones must be turned off when in school, unless by prior permission from the Headteacher.

Signing Out

- Visitors must be escorted to the office to sign out and return the Visitor badge to the school office, and also be thanked for their visit.

Specific Guidance/Checklist for Staff Organising Visitors into School

- If a member of staff is contacted by/or contacts an outside agency or anybody requesting permission to visit school for any reason, permission must be obtained from the Headteacher before any agreement is made.
- Any visitors on site who are not recognised or appropriately 'badged' should be politely asked their business and escorted to the main office.
- Staff not challenging unidentified visitors will be neglecting their duty to ensure school security and pupil/staff safety. Remember, infrequent visitors, even parents, volunteers etc will not be known by all staff and therefore need to be wearing a 'Visitor badge'
- If you see a visitor who is known to you, but is not wearing the badge, they may not have followed the correct procedure. Therefore, it is your duty to politely remind them of our protocol and escort them back to the office to collect a 'Visitor badge'
- No visitor should be given a key fob or key codes or prop open doors
- Pupils should be encouraged to report immediately any visitor who is not 'badged'
- Discuss with the visitor how the session fits in with the planned theme or programme of work
- Give them the Visitor Policy
- Offer a school prospectus and the school website details, if appropriate
- Agree professional boundaries (remember that visitors may not be used to dealing with large groups of children or had any formal training)

- Provide visitor with relevant information on class size, grouping and a named contact teacher
- Organise, meet and greet the visitor after they have followed the 'Procedure for Visitors'

Unexpected Visitor's (Parents, workmen etc.)

- The above 'Procedure for Visitors' must be followed.

What the School may need Before the Visit

- Any resources they may want to use, so the teacher can check their suitability
- Specific space needed e.g. Hall or classroom

Authority Visitors

Regular authority visitors e.g. Occupational Therapists, LEIS staff, Advisors should be wearing the standard LEA or NHS badge. They should still enter their details and be compliant with our 'Procedure for Visitors'

Dress Code

We do have a dress code for staff within the school. Smart clothing should be worn. Denim or jeans are not to be worn in line the children's uniform code. We need to maintain a professional image at all times and so low cut or crop tops are inappropriate. Underwear or body art must not be visible to the children. Consideration also needs to be given to slogans/logos on clothing which may be considered inappropriate such as FCUK.

Footwear must be sensible and safe, so as to prevent accidents to yourself or others, and also make it more practical. Footwear must be changed during PE lessons, and jewellery removed, as advised by the LEA and adopted by the school.

CODE OF CONDUCT

A POLICY FOR ALL STAFF IN SCHOOLS WITH DELEGATED BUDGETS

(SEPTEMBER 2018)

1. PREAMBLE

- 1.1 All members of the school community are entitled to expect the highest standards of conduct from all staff employed in schools across Lancashire and this policy reflects relevant legislation and expectations applying to all employees working in such establishments.

2. PURPOSE

- 2.1 This document sets out a code of conduct for all staff in schools with delegated budgets. This policy is intended to:
- give clear guidance to all concerned regarding appropriate conduct in the workplace;
 - enable schools to set out clear expectations of all staff in order to minimise the likelihood of misconduct in the workplace;
 - comply with legislation that affects staff employed in educational settings.
- 2.2 This policy has been the subject of consultation between the Authority and the recognised Trade Unions and Teacher Associations.
- 2.3 This policy has been adopted and is published as part of the staffing policies of the Governing Body of Crawshawbooth Primary School.

3. APPLICATION

- 3.1 This procedure applies to all staff employed in Crawshawbooth Primary School.

- 3.2 Reference to 'Headteacher' throughout this document should read 'Chair of Governors' in the case of the conduct of the Headteacher.

4. BACKGROUND

- 4.1 The Code sets out the minimum standards that should apply and is not exhaustive. (See Section 6 for further details)
- 4.2 It is recommended that this document is shared with all staff on appointment and those in current employment and that a copy is included in the school's staff handbook.
- 4.3 Employees whose conduct fails to meet the standards of conduct as set out in this document may be regarded as being in breach of discipline and may be dealt with under the School's Disciplinary Procedure.

5. GENERAL PRINCIPLES

Staff are expected to fulfil the obligations placed upon them under the terms of their contract of employment, i.e.

- Be ready and willing to work as specified in their role definition/Job Description
- Conduct their work in a co-operative manner.
- Attend work
- Be punctual in time keeping
- Be honest and trustworthy
- Obey reasonable management instructions
- Take care of themselves, their colleagues and others while at work
- Take care of school property
- Familiarise themselves with, and follow the Health and Safety rules applicable in their school
- Compliance with the school's Smoking at Work Policy.

6. SPECIFIC REQUIREMENTS

- 6.1 Teachers are expected to adhere to the Teachers Standards as set out in the School Teachers Pay and Conditions Document.
- 6.2 All staff are expected to adhere to and conduct themselves in line with the Department for Education's 'Guidance for Safer Working Practice for Adults who Work With Children and Young people in Education Settings' (March 2009).

- 6.3 All staff are expected to adhere to and conduct themselves in line with the Department for Education's statutory guidance for school and colleges on 'Keeping Children Safe in Education' (September 2016)

7. GENERAL REQUIREMENTS

Professional Conduct

All staff are expected to: -

- i. Accept and adhere to school policies and procedures
- ii. Undertake their duties and responsibilities effectively, efficiently and diligently.
- iii. Show respect for all members of the school community by being polite and courteous in all forms of communication eg verbal, face to face and electronic communications.
- iv. Maintain the confidentiality of sensitive information (particularly relating to pupils) obtained in the course of their employment. Any information obtained in the course of employment should be not used for personal gain or benefit, nor should it be passed on to others who might use it in the same way. Any queries about what constitutes 'sensitive' information and who it can be shared with should be directed to the appropriate member of the school's leadership team or the Designated Safeguarding Lead.
- v. Ensure fairness at all times when dealing with customers, suppliers, other contractors and sub contractors. No special favour should be given to current/former employees or partners/relatives or associates.
- vi. Comply with the school's [Statement of Ethical Standards](#) in relation to the acceptance of gifts in cash or kind and hospitality noting that it is a criminal offence under the Bribery Act 2010 to offer, promise or give financial advantage or other advantage to someone; or to request, agree or accept or receive a bribe from another person.
- vii. Declare any interests (financial or otherwise) that may be considered as being in conflict with the school's interests.
- viii. Use appropriate lines of communication and/or the relevant procedure to express views relating to their employment or the activities of the school.

- ix. Have no contact with the media regarding school matters without the express permission of the Headteacher.
- x. Notify the Headteacher of any known or suspected breaches of the law or of the school's policies, procedures and regulations and co-operate with any investigation of such breaches, particularly in relation to the safeguarding of children, health and safety and financial irregularity. Where this is considered not possible, reference should be made to the school's whistleblowing policy.
- xi. Disclose on appointment or at any time any civil/criminal charges or convictions (being charged or in possession of a conviction may not necessarily debar from appointment/employment or lead to disciplinary action; however, failure to disclose where required will be considered as a serious act of misconduct).
- xii. Use school equipment provided for the purposes of carrying out their role in a responsible and lawful manner.
- xiii. Not provide a professional reference on behalf of the school unless the contents of such reference have been agreed by the Headteacher.

Personal Conduct

All staff are expected to:

- i. Ensure that personal relationships within work do not affect their professional role and do not bring the school into disrepute.
- ii. Notify the Headteacher either at appointment or during employment of any personal relationship in or outside of school which may result in honesty, objectivity or integrity being brought into question.
- iii. Notify the Headteacher of any change in personal (including medical) circumstances which could impact on ability to carry out their role.
- iv. Not engage in outside employment (eg private tutoring of the school's own pupils) which could be considered as undermining or conflicting with the business of the school.
- v. Wear any uniform, clothes, overalls or protective clothing as required for their role in school.
- vi. Dress in a way which is appropriate for a school setting and which reflects Section 3, Paragraph 8 of the 'Guidance for Safer Working Practice'.

- vii. Conduct themselves in a professional manner at all times when wearing clothing or an identification badge that identifies them as an employee of the school
- viii. Declare any interest/involvement with any outside organisations which may benefit financially or contractually from decisions taken by the school, eg the procurement of goods or services.
- ix. Conduct themselves both on and off duty (including use of social media – **in** a manner compatible with their employment status with the school.
- x. Ensure personal hygiene and appearance is respectful of being employed in a school setting.

This policy was written in January 2010 to ensure the safety and security of the pupils and staff. Staff were consulted in January 2010. The governors approved the policy in March 2010

The policy was reviewed and approved at the Finance and Staffing Committee meeting in February 2011.

The policy was reviewed and approved by staff and the Finance and Staffing Committee in February 2012.

The policy was reviewed and approved by staff and the Finance and Staffing Committee in February 2013.

The policy was reviewed and approved by staff and the Finance and Staffing Committee in February 2014.

The policy was reviewed and approved by staff and the Finance and Staffing Committee in February 2015.

The policy was reviewed and approved by staff and the Resources Committee in February 2016, February 2017, February 2018, February 2019, February 2020 and February 2021, February 2022 and February 2023 and February 2024 and February 2025.