



## **Volunteers & Visitors Policy 2024**

### **Rationale:**

Hope Tree School welcomes visitors and volunteers from the local community and beyond. Visitors and Volunteers bring with them a range of skills and experience that can enhance, broaden and enrich the learning opportunities of students. A visitor or volunteer is an adult who provides support to or are invited to the school for a short period of time.

Examples of volunteers or visitors may include:

- Members of the school's Advisory Board
- Parents of students
- Students on work experience
- Ex members of staff
- Church Members or other Faith groups
- Emergency services e.g., Firefighters, PCSOs, paramedics or adults who work in healthcare

### **The types of activities that volunteers or visitors are engaged in might include:**

- Hearing students read
- Working with small groups of students
- Undertaking arts and craft activities with students
- Working with students on the computer
- Talking to groups of students or during an assembly
- Shadowing staff or those on work experience

### **Definition of Regulated Activity:**

Schools are 'specified places', an activity is a regulated activity if it is carried out frequently (once a week or more, or on 4 or more days in a 30-day period) and gives the person the opportunity in their work to have contact with students subject to the following new exceptions:

- Activity by a person contracted (or volunteering) to provide occasional or temporary services (not teaching, training or supervision of students).

- Volunteering, under day to day supervision of another person engaging in regulated activity.

Key points to note in respect of supervision are as follows:

- It must be undertaken by a person who is in regulated activity
- It must be regular and day to day
- It must be 'reasonable in all the circumstances to ensure the protection of students'

### **Visitors:**

All professional visits to the school must be prearranged and agreed with the appropriate member of staff. The visitor must have a clear purpose that will be of benefit to the student.

The school will positively background check those external supply agencies who are engaged to provide specific learning opportunities or experiences for students.

All visiting speakers must read and adhere to the Visiting Speakers Agreement (Appendix 1)

Any presentations by visitors must adhere to the following description:

- Any member of staff booking visitors should check to ensure beforehand that the presentation will be compliant with the following;
  - o The presentation must be appropriate to the age and maturity level of the student audience
  - o The content of the speech/presentation must support British Values, the school's values and contribute to preparing students for life in modern Britain
  - o Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies
  - o The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication

### **Volunteers:**

Anyone offering to be a volunteer, either for a one-off event or on a more regular basis should approach the appropriate member of staff so that approval can be obtained before they start.

Volunteers should complete the Volunteer Application Form (Appendix 2) with their contact details, references, type of activities they will help with and the

times they are available to help.

Before starting to help in the school, volunteers should complete the Volunteer Agreement (Appendix 3), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received and read a copy of this policy.

We would also ask that each volunteer supplies 2 referees on their application form. If the activity is to become a regular activity, a DBS will also be required. If a DBS is not to be completed the Head of Pastoral Care (DSL) must complete a Risk Assessment.

Volunteers for off-site activities e.g., a school trip will also need to complete the off-site visits agreement (Appendix 4)

### **Visitors, Volunteers and Safeguarding:**

To ensure the safety of our students at all times, volunteers will be categorised in these ways

- One-off volunteers or visitors e.g. a visitor in assembly, a parent helping on a school trip. A DBS check is not required although careful checking that the individual is suitable and is visiting for legitimate purposes will take place. This visitor will not be permitted to be in regulated activity with the student and will have an adult member of staff with them at all times.
- One-off volunteers or visitors who are working alone and unsupervised with students e.g. a theatre group or sports provider. These volunteers and visitors will be required to complete or provide proof of a DBS check. We are unable to have any volunteer in the school working with students unless they have had a DBS check and have shown their certificate to the Head of Pastoral Care. The number of this certificate will be recorded.
- Regular visitors or volunteers e.g. Parent Helpers. This is defined as someone coming in more than once per half term. These volunteers will be required to complete or provide proof of a DBS check. We are unable to have any volunteer in the school working with students unless they have had a DBS check and have shown their certificate to the Head of Pastoral Care. The number of this certificate will be recorded.

Regular volunteers and visitors should read this policy and the following documents prior to helping at the school and then sign the relevant section of the volunteer's agreement:

- The visitor/volunteer Safeguarding leaflet given to them as part of the application process.
- Undertaken the relevant safeguarding training

## **Confidentiality & Data Protection:**

All adults working at Hope Tree School are bound by the school's Data Protection Policy. All staff members, voluntary helpers and visitors should be aware that information relating to an individual student or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as student's academic progress, difficulties, or home circumstances. All information relating to individual students and staff is totally confidential and volunteers must respect this.

Any concerns that volunteers or visitors have about the students they work with/come into contact with should be shared with the teacher and NOT with the parents of the student or any persons outside the school. These comments, particularly if taken out of context can cause distress to the parents of the student if not heard directly from the school. A situation may arise in a school, where the duty to the student is greater than that to the parent. If a student discloses something, this information should be shared promptly with the student's teacher, and Head of Pastoral Care.

Volunteers or visitors who are concerned about anything another adult in the school does or says should raise the matter with the Head of Learning, in line with the school's Whistle Blowing Policy.

## **Supervision:**

All regular volunteers work under the supervision of the teacher to which they are assigned. Although teachers retain responsibility for students at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a student's behaviour or understanding of a task.

## **Health and Safety:**

The school has a Health and Safety Policy which is available on request. Teachers should ensure that volunteers and visitors are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). Health and Safety requirements for the site should be made clear.

If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers and visitors need to exercise due care and attention and report any obvious hazards or concerns to the teacher or Head of Learning.

## Use of Mobile Phones and Photographs:

- Volunteers and visitors are required to turn phones off when volunteering in classrooms.
- **Under no circumstances is mobile phone use permitted when helping with swimming or changing.**
- Volunteers and visitors are not permitted to take photographs of students.
- Full reference should be made to the school's E-Safety and Acceptable ICT Use Policy.

## Complaints Procedure:

Any complaints made about a volunteer or visitor or by a volunteer or visitor will be referred to the Head of Learning for investigation.

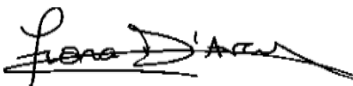
The school has the right to take the following actions:

- Speak with the volunteer or visitor about a breach in the volunteer agreement.
- Offer an alternative placement.
- Inform the volunteer or visitor that they are no longer required to help in the school.

Signed:



Head of Learning



Head of Pastoral Care

Date: March 2024

Review Date: March 2025

## **Appendix 1: Visiting Speakers Agreement – to be signed by all visiting speakers**

Hope Tree School understand the importance of visitors and external agencies to enrich the experiences of our students. In order to safeguard our students, we expect all visiting speakers to read and adhere to the statements below.

- o The presentation must be appropriate to the age and maturity level of the student audience
- o The content of the speech/presentation must support British Values, Hope Tree School Values and contribute to preparing students for life in modern Britain
- o Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies
- o The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge

Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication

Visitors will also be accompanied by a member of staff at all times

**Signed (Visitor)** \_\_\_\_\_

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

**Signed (Staff)** \_\_\_\_\_

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

**Date** \_\_\_\_\_

## Appendix 2: Volunteer Application Form

### Registration Form for Voluntary Helpers at Hope Tree School

You will appreciate that the school must be particularly careful to enquire into the background of individuals who have access to the students at the school. The school keeps a record of all persons who carry out voluntary work at the school. You are asked, therefore to complete the details below and return it to the school.

Safeguarding Students and Safer Recruitment in Education requires that Volunteers give names and addresses of two referees.

If as a voluntary helper, you have **regular contact** with the students then you will need DBS Clearance.

**Surname** \_\_\_\_\_ **Title** \_\_\_\_\_ (Mrs/Miss/Ms/Mr)

**Previous Name(s)** \_\_\_\_\_ **Date of Birth** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Forename(s)** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_ **Telephone No.** \_\_\_\_\_

**Relevant Experience:** e.g. Education, Training, Employment or Voluntary Work

\_\_\_\_\_

\_\_\_\_\_

Have you lived abroad at anytime in the last 5 years? Yes No

**Referees:** Please give names and addresses of two referees (cannot be friends or relatives)

**First Referee**

Full Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_ EMAIL \_\_\_\_\_

Job Title: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

**Second Referee**

Full Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_ EMAIL \_\_\_\_\_

Job Title: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

*I consent to the details on this form being held by the school as a record that appropriate checks have been carried out*

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Voluntary Helper)

*Thank you for taking time to complete this Volunteer Information Sheet.*

*Please hand it to Head of Learning*

*Your offer of help is appreciated, and we will be in touch shortly.*

### **Appendix 3: VOLUNTEER and VISITOR AGREEMENT**

If you are a visitor at Hope Tree School for more than 1 day, please sign below.

As a Volunteer at Hope Tree School we thank you for your services. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here. Please read and sign this Volunteer and Visitor Agreement Sheet and hand it in to the school. You will receive a copy of it for your records.

- I have received a copy of the school's Volunteer and Visitors Policy
- I agree to treat information I learn from being a Volunteer at the school as confidential
- I understand that I may be required to undergo a DBS check to advise the school of my suitability as a volunteer. If you already have a DBS Certificate, please show it to the Head of Pastoral Care.
- I have read the required documents relating to safeguarding:

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **Appendix 4: OFF-SITE VISITS VOLUNTEER AGREEMENT**

Trips are an integral part of learning at Hope Tree School and afford many students opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip. This is part of school's risk assessment planning.

### **Role of the Volunteer Helper:**

- To be responsible for and look after, in equal measure, all of the students in your group
- To stay with your allocated group of students, ensuring that their well-being and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of the school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your student's teacher/member of staff immediately if there are issues with first aid, safety and/or behaviour

### **Working alongside academy staff:**

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist students in their learning by helping them to read signs/labels/information, asking questions that encourage students to think about the task and help to explain areas of interest
- Follow guidance from school staff

### **What is not permitted:**

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of students.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand students but should speak to a school staff member if there are any difficulties. If you need to move a student or gain a student's attention, we always use their name and under no circumstances are we to come into physical contact with a student.

**First Aid:**

For each group on the school visit, there will be at least one qualified first aider. You will be informed if any student in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

**Emergencies:**

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the academy party, please telephone one of the members of staff on your contact list or telephone the academy.

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***I have read the Volunteer and Visitors Policy***

***I agree to the terms and conditions as stated in the policy.***

***I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.***

***Signed : \_\_\_\_\_ Date : \_\_\_\_\_***

To enable us to contact your next of kin in an emergency, please provide the school with your contact details by completing the form on the next page.

**PLEASE RETURN YOUR COMPLETED FORM TO THE SCHOOL**

**Educational Trip/Visit**

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**Date/s of trip**

.....

**Volunteer's name**

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**Mobile telephone number**

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I agree that I give permission for my photo to be included in the school newsletter; the school prospectus; school related articles; our website, etc which may be viewed by the academy community and the general public.

YES  NO  Signed:

.....volunteer helper

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**VOLUNTEER HELPER'S EMERGENCY CONTACT DETAILS**

**Contact 1**

Name

.....

Relationship to you:

.....

Contact telephone number

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**Contact 2**

Name

.....

Relationship to you:

.....

Contact telephone number

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**Medical/Allergy Information**

Please note here any medical conditions and/or medication that you have/currently use that the lead-teacher and first aiders accompanying you on the trip/visit should be aware of (please give as much detail as possible):-

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