

Visitors, volunteers and work experience policy

THOMAS ALLEYNE ACADEMY



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LAST REVIEW	December 2023
REVIEW DATE:	December 2026

1. POLICY PRINCIPLES

Thomas Alleyne Academy is at the heart of the local community which welcomes a large and diverse group of users to its sites. We work in a wide range of partnerships which enrich and enhance our work. This policy is designed to support and encourage this ethos whilst also safeguarding children, staff and community users from unwelcome visitors to the site.

2. SCOPE OF THE POLICY

- This policy applies to all school staff – teaching, support, part-time, full-time, casual, governors and trustees, contract staff and colleagues from other services e.g. Social Workers, cleaners, Herts Music Service
- This policy provides information and guidelines for staff supervising volunteers and work experience placements.
- This policy will be articulated to students in a child-friendly format, via posters, assemblies and form time and be presented to them as part of our duty of care.
- This policy will apply to all visitors to the school premises.
- Trainee teacher placements are covered by the ECT Policy.
- This policy will be reviewed by the Business Manager, the Designated Safeguarding Lead in each school, and the school Senior Leadership Teams.

3. RECEPTION PROCEDURE

3.1 Safeguarding

Visitors will be provided with information about safeguarding in school and who to report a safeguarding incident to. This information is available on the school's website, on posters and available in reception.

Visitors who will be working with children should bring a copy of their DBS check on their first visit. They must present this to the receptionist on arrival in order that these details can be checked and recorded.

3.2 Sign-in

Invited visitors and contractors **MUST** be met at the reception area by the member of staff responsible for inviting them (event organiser). Visitors should not be met without the member of staff ensuring that they have reported to the reception area to complete signing in procedures. The only exceptions to this include:

- Governors and trustees who have an access fob attending governor meetings outside of core hours
- Where visitors are on site as part of 'Hosting Large Scale Events and Meetings' (section 4) and 'Lettings' (section 6)

The member of staff expecting visitors must inform the office about expected visitors and ask visitors to bring photographic ID to their appointment (although this is not required for parent meetings). Visitors will be asked to show photographic ID to confirm their identity. If visitors are unable to provide photographic ID then the event organiser must confirm their identity to the receptionist.

Visitors will be asked to complete the electronic sign in, and be issued with an appropriate badge which they must wear whilst on site. Supply teachers and DBS checked visitors will be identified with separate identification from non-DBS checked visitors.

It is an important responsibility of the member of staff receiving the visitor to ensure the above protocol is adhered to.

At the end of the visit, the visitor should sign out at reception and return their identity badge. It is equally important that the event organiser ensures that this is adhered to and they should accompany the visitor back to reception or escort them to the car park and sign out on their behalf.

3.3 Site rules

No vaping or smoking is permitted whilst on the school premises

4. HOSTING LARGE SCALE EVENTS AND MEETINGS

Visitors attending scheduled open days, or other 'by-invitation' school activities will not have to report to reception.

Anyone attending school events will keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall). If necessary, visitors walking or parking on site should be supervised whilst getting to the event.

When visitors are in school to attend group training or meetings the event organiser should ensure they inform reception of the names of the expected visitors, and make sure that visitors sign in. For visitors after reception hours (4.30pm) the event organiser is responsible for completing a handwritten visitors record (Appendix A)

5. PE FIXTURES

The member of staff responsible for organising the fixture MUST let reception know:-

- a) Which school is coming
- b) What time they are expected
- c) What the fixture is e.g. Y9 girls rugby
- d) Where they are to be directed
- e) Which member of staff is the main contact for the group

If reception don't know they are arriving they will be asked to wait until a member of staff can verify that they are expected.

For fixtures or tournaments in school hours, or if visitors will be arriving prior to the end of the school day, it is the responsibility of the fixture organiser to ensure that a member of staff is available to escort them to the appropriate venue. PE staff should ensure that visitors know the evacuation procedure and where to go in the event of an alarm.

6. LETTINGS

Where organisations are on school premises after school hours, the school will take safeguarding action as follows:-

- The hirer will provide the Business Manager or appropriate member of the site team with written confirmation that their staff have been DBS checked. These records will be sent to HR.
- The hirer will only use the designated areas listed on their contract.

- The caretaker working after hours will lock the buildings not in use for the letting.

7. CHALLENGE PROTOCOL

New or infrequent visitors may need directional assistance. Such users will be noticeable by the absence of a visitors badge. It is important that our first contact is welcoming with the clear intention of assisting the visitor to reception and where they can sign-in.

There are **NO** exceptions to this protocol.

At Thomas Alleyne, Sixth Form students who have lost or misplaced their lanyards will be asked to borrow a lanyard from the Sixth Form office for the day.

Where there is any suspicion or concern about the legitimacy of any individual, the reception/front office staff must be notified immediately and they will then alert a member of the Senior Leadership Team or the member of staff urgently.

8. VISITING SPEAKERS PROTOCOL

All requests for Visiting Speakers will be agreed by a member of the Senior Leadership Team or Head teacher.

The event organiser will ensure that informal and/or formal checks have been carried out to ascertain that the content of presentations are appropriate for the school setting and age of students attending. Prior to the event, the organiser must ascertain that the information that is communicated by the visitor/speaker is lawful.

Staff will be present during the visit, including (where applicable) a member of the Middle and/or Senior Leadership Team who will be monitoring that the speech aligns with the values and ethos of the school and British Values. In the unlikely event that the speech does not meet this requirement, immediate action will be taken by them to balance the information given. In extreme circumstances this may involve terminating the talk with immediate effect.

9. VOLUNTEERS

9.1. Definition

A volunteer is a person who gives freely his or her time, skills and experience without expectation of financial reward. Volunteering may be for a limited time (for example to assist in the completion of a particular project or event), or it may be on an ongoing basis (for example to assist in the day to day delivery of a particular service). A volunteer is not an employee or worker and will not have a contract of employment with the school. All voluntary work undertaken is unpaid

9.2 Process

It is the responsibility of the line manager working with the volunteer to draw up an outline of the volunteer role. This form is provided in Appendix B. This form sets out the duties of the role, as well as any training that is required before the voluntary work is undertaken.

9.3 Authorisation

The line manager must also share these details and get an agreement in principle with the following staff **prior to the volunteer starting**:

- The appropriate member of the Senior Leadership Team
- The Business Manager
- Designated Safeguarding Lead

The Head teacher will have the final sign-off for any voluntary working arrangements. The headteacher has the power to either refuse or end a volunteer's work experience at any time.

9.3 Safeguarding

All volunteers will be required to undertake an enhanced DBS check; this should be completed before the volunteer starts. The SLT manager will approve which department will pay for the enhanced DBS check fee to be paid.

All volunteer agreements are subject to a satisfactory DBS check.

Volunteers who regularly work with individual students on their own (for example tutoring), will meet with the DSL for safeguarding training including specific school procedures in the event of a disclosure or safeguarding concern.

The HR assistant will be responsible for requesting the enhanced DBS check and adding the volunteer to the Single Central Record for as long as the voluntary arrangement is in place.

9.4 First Day in school

On their first day, volunteers should bring in documentation to verify their identity (passport, driving licence) and their original DBS certificate. All volunteers should sign in and out at Reception and wear appropriate ID (badge or lanyard) to identify that they have been DBS checked.

On the first day, the volunteer will sign in at reception and report to the member of staff supervising their work experience. The Line Manager should collect the volunteer on their first day. They should ensure that the volunteer has read and signed the work experience agreement and completed the induction checklist. The volunteer should also sign the Volunteer Code of Conduct (Appendix D). These documents should be handed to the Business Manager/ Head teacher.

10. WORK EXPERIENCE

10.1. Definition

The benefits of work experience mean that the school is committed to providing opportunities for work experience within the school wherever this is possible and practical, and where this does not interfere with the quality of teaching and learning provided to our students. Young people undertaking work experience may be engaged in some or all of the following activities: activities during lessons, assisting practically during events in the school, and enrichment activities. Young people on work experience will be given experience in as broad a range of activities as possible.

Work experience may comprise a number of weeks or days, or could be arranged for a number of days per week for a set number of weeks. The period of work experience will usually not exceed two weeks.

10.2 Process

Before a volunteer is accepted to undertake work experience, the following procedures will be completed:

- The volunteer will provide suitable documentation and references from their education provider regarding their suitability for work experience.
- The member of staff who will be supervising the volunteer will accept this responsibility after taking into account their upcoming lessons and tasks.
- The volunteer will meet with the member of staff who will supervise their work experience so that the volunteer's suitability can be assessed.

10.3 Safeguarding

The school will have regard to the DfE's statutory 'Keeping children safe in education' (KCSIE) guidance. This states that a supervised volunteer, i.e. an individual carrying out supervised work experience, does not require a barred list check, but should obtain an enhanced DBS check where they are over the age of 16.

10.4 Authorisation

The member of staff will get approval for the work experience placement by completing the Volunteers Agreement (Appendix B). The line manager must also share these details and get an agreement in principle with the following staff **prior to the volunteer starting**:

- The appropriate member of the Senior Leadership Team
- The Business Manager

The Head teacher will have the final sign-off for any voluntary working arrangements. The headteacher has the power to either refuse or end a volunteer's work experience at any time.

10.5 First Day

On the first day of their work experience, the volunteer will sign in at reception and report to the member of staff supervising their work experience. The Line Manager should collect them on their first day. They should ensure that the volunteer has read and signed the work experience agreement and completed the induction checklist. The volunteer should also sign the Volunteer Code of Conduct (Appendix C). These documents should be handed to the Business Manager/ Head teacher.

11. RELATED POLICIES

- Safeguarding
- Health and Safety
- Whistleblowing
- Prevent Duty
- DBS Policy

Appendix A - Visitors Record – School Events

Date of Event: _____

Event Title: _____

Name of Visitor	Signed in (time)	Signed out by (time)	Badge Issued (✓)	Badge Returned (✓)

The event organiser should ensure all visitors are off site and their badges are returned to Reception at the end of the event.

Appendix B - Volunteering / Work Experience Agreement

PART 1: APPROVAL

The line manager must share these details, and get an agreement in principle from the following staff **prior to the volunteer starting**

- The appropriate member of the Senior Leadership Team
- The Business Manager
- The Designated Safeguarding Lead
- The Head teacher

SIGNATURE OF APPROVAL: _____

Details below to be completed by the volunteer's line manager

Volunteer's Name:	
Volunteering or Work Experience	[] Volunteering [] Work Experience
School & school contact (if applicable, for Work Experience)	
Volunteer's contact number	
Emergency name & contact number	
Effective start date:	
Effective end date:	
Dates and times the volunteer will be on site (note if the arrangement is weekly, daily, or specific dates)	
Role:	
Location:	
Volunteer's Manager:	
Manager's contact number	

Disclosure Barring Service (DBS) Check (Already has a DBS for looking after children)

All volunteers over 16 years of age will be required to complete an online DBS check; all volunteer agreements will be subject to a satisfactory check.

- The fee for the DBS will be paid for by _____ (confirm which budget code)
- No DBS is required as the volunteer is under 16 undertaking work experience
(delete as appropriate)

Volunteer's role

The task(s) that the volunteer will be undertaking are (list briefly below)

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PART 2 VOLUNTEER AGREEMENT

This agreement sets out the relationship between you (the volunteer) and the Thomas Alleyne Academy. The agreement is necessary to assist you in your role, to promote good practice and quality of service provision

The school will provide you with:

- An induction to the work area and your volunteering role within it.
- Training related to your volunteering role.
- A manager who will supervise your volunteering and with whom you can discuss your work.
- A review of your volunteering role after four weeks (if appropriate). This will normally be carried out by your manager.
- Employer's liability insurance and personal accident insurance to cover you while you are fulfilling authorised volunteer work.
- DSL safeguarding training, including specific school procedure in the event of a disclosure or safeguarding concern.

What we expect from you

We will discuss with you the amount of time that you are willing to commit to volunteering, when you will be available each week, and how your availability will fit in with our needs. If, for any reason, you will not be attending as we have agreed, you should let us know as soon as possible so that if necessary a substitute can be found or different arrangements can be made and that we know you are safe and well. If we have no work for you we will let you know as soon as possible.

Confidentiality

In the course of your volunteering you may come across confidential information about the school, its staff, its students, customers, service users or other third parties. You must respect this confidentiality and not use the information for your own benefit or disclose the information, except where required or permitted to do so by law.

Policies

You will abide by the Trust Health and Safety and Equal Opportunities policies, The Volunteer Code of Conduct, as well as this agreement.

Termination

Either you or the school can terminate this agreement, with or without notice, at any time.

Checklist

To be completed by the volunteer's line manager

_____ (insert name) has received the following:

- Visitors lanyard/ pass (from reception)
- Login for your Computer access (If applicable)
- Child protection & safeguarding training

Manager induction checklist

- Induction (tour of building, office, team & health and safety checks)
- Emergency exits and fire assembly point & evacuation procedure
- Location of Fire extinguishers
- Location of First Aid Room and First Aider
- Toilet facilities
- Refreshment facilities
- Computer Etiquette (If applicable)
- Phone Etiquette (If applicable)
- DBS check Disclosure number: & Disclosure date:
- Safeguarding training Date attended: __ / __ / __
:

I confirm that I will undertake an induction as specified in the above list and have read the volunteering policy. I understand and agree to abide by this agreement:

Volunteer's Name:

Signature:

Date:

Manager's Name:

Signature:

This signed agreement and the Volunteer Code of Conduct should be returned to the Head teacher or Business Manager.

Appendix C - Volunteer Code of Conduct

All those completing voluntary work or work experience are expected to maintain high standards of behaviour and conduct while involved in activities at the school. You should:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other members of the school and make them feel valued.
- Be approachable, pleasant and a positive role model for students.
- Adhere to all school policies.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all students and members of staff equally.
- Report any incident of bad behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes professional, healthy and safe working practices.
- Accept and follow directions from the class teacher providing supervision, as well as any other staff members at the school, and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising class teacher any potential hazards in the workplace.
- Avoid waste or extravagance and make proper use of the resources of the school.
- Conduct work in a co-operative manner.
- Ensure your mobile phone is turned off while tasks are performed and during class time.

You should never:

- Tell a student off. As a volunteer, you are not expected to sanction students. If there are any problems, tell the class teacher straight away and they will deal with the situation.
- Shout, hit, threaten or manhandle a student.
- Take photographs in school without the prior permission of the headteacher.
- Develop 'personal' relationships with students.
- Work with students when you are not in the proper physical or emotional state to do so, for example, under medication which makes you drowsy, or under extreme stress which may impair your judgement.
- Behave in an illegal, improper or unsafe manner, for example, smoking or drinking alcohol.
- Share your personal contact details with students or make personal arrangements to meet children outside school.
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Present for work under the influence of drugs or alcohol, including hangovers.
- Give or receive gifts, other than 'token' gifts of no appreciable economic value.

Declaration

I declare that I have received, read and understand the terms and conditions of this code of conduct.

I understand my obligations under this code of conduct and agree to comply fully with them whilst I am undertaking my work at (school name) _____

Signed: _____

Date: _____