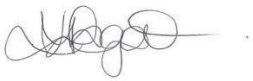
Visitors and Volunteers to School Policy

Reviewed By	Approved By	Date of Approval	Date of Next Review
Ed Whitehead	 James Hobson	15/09/2025	19.09.2027

In order to enrich the lives of the children in school, and to enable us to deliver the curriculum more effectively, we actively encourage the involvement of parents/carers, volunteers and visitors in the work of the school, both during school hours and in extra-curricular activities.

Visitors Invited to the School:

Before a visitor is invited to the school, a member of SLT should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by a member of the senior leadership if visitor is asked to come into school.

When inviting visitors to the school they should be asked to bring formal photographic identification with them at the time of their visit and be informed of the procedure for visitors as set out below:

- All visitors must report to reception first – they must not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal photographic identification. If they cannot do so, they may be refused entry to the school.
- Some visitors into school may be required to give evidence of a DBS check before they can be allowed into school and any visitor who will be working unsupervised with children will be required to provide evidence of a current DBS check.
- All visitors will be asked to sign in using the electronic inventory system.
- All visitors will be required to wear the identity badge issued to them on signing in. If the visitor has shown a valid DBS, they will wear a green lanyard, if they have not, they will wear a red lanyard and must not be unaccompanied at any time. If they are seen unaccompanied, they must be challenged and taken back to the main reception.
- Visitors will then 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 or a delegated member of staff will then be responsible for them whilst they are on site.
- On departing the school, visitors should leave via reception and sign out using the same electronic system, surrendering their identity badge.
- Visitors undertaking regulated activity are required to have an enhanced DBS check, including a Children's Barred List Check

All visitors are required to comply with the school's Visitors' Code of Conduct (Appendix 1).

Volunteers and DBS Checks

The school will undertake a written risk assessment for each volunteer role to determine the appropriate safeguarding checks and level of supervision required.

- Volunteers undertaking regulated activity with children must have an enhanced DBS check with Children's Barred List information before commencing that activity.
- Volunteers who have not undergone the required checks must not undertake regulated activity or be left unsupervised with pupils.
- Occasional parent/carer helpers, such as those supporting a school day trip or an event, will be subject to appropriate supervision and safeguarding arrangements. A DBS check will be considered where appropriate.
- The Headteacher, in consultation with the DSL where necessary, will determine the suitability, checks and supervision arrangements for each volunteer.

The school will retain appropriate records of risk assessments, DBS checks and other relevant safeguarding checks in accordance with its safer recruitment procedures.

Safeguarding and Safer Recruitment

All arrangements for the recruitment, selection, vetting and appointment of volunteers, work experience students and other individuals working with or visiting pupils must be carried out in accordance with the school's **Safeguarding and Child Protection Policy** and **Safer Recruitment Policy**, together with the requirements of *Keeping Children Safe in Education*.

The school will assess the suitability of individuals before they are permitted to undertake activities involving pupils. This includes considering the nature of the role, the level of contact with children, the degree of supervision and whether any DBS or other safeguarding checks are required.

All safeguarding concerns, allegations or disclosures relating to visitors, volunteers, contractors or other adults on the school site must be reported immediately to the Designated Safeguarding Lead (DSL) or their deputy, in accordance with the school's safeguarding procedures.

The school recognises the important contribution made by volunteers and is committed to ensuring that all volunteering arrangements support the safeguarding and welfare of pupils. In accordance with Keeping Children Safe in Education 2026 and current Disclosure and Barring Service (DBS) guidance, the school undertakes a written risk assessment and uses professional judgement to determine the appropriate safeguarding checks for each volunteer, taking account of the nature of the role, frequency of involvement and level of contact with children. From 1 September 2026, the removal of the supervision exemption for regulated activity with children means that volunteers who regularly teach, train, instruct, care for or supervise children may be considered to be undertaking regulated activity even where they are supervised by a member of school staff. Where a volunteer is undertaking regulated activity, the school will obtain the appropriate ***Enhanced DBS check including Children's Barred List information*** *before the individual commences that activity. Volunteers for whom the required checks have not been obtained will not be permitted to work unsupervised or undertake regulated activity. All*

volunteers will be expected to follow the school's safeguarding policies, procedures and code of conduct and will receive appropriate safeguarding information and induction

Unknown/Uninvited Visitors to the School:

- Any visitor to the school site who is not wearing an identity badge should be challenged
- Authorised visitors will be asked to sign in on the electronic system.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher or Deputy Headteacher (or Senior Leader if none of the foregoing are available) should be informed promptly.
- Unauthorised visitors must be escorted immediately off the premises.
- The Headteacher / Deputy Headteacher (or other member of staff) will consider the situation and decide if it is necessary to inform the police.

Governors, Parent/carer Helpers and Volunteers:

- All governors, parent/carer helpers and volunteers who help at school on a regular basis must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form.
- Please note that all governors, parent/carer helpers and volunteers should sign in and out using the electronic system located in the office.
- All governors, parent/carer helpers and volunteers must wear the badge they are given on arrival for the duration of their visit to the school.
    - Visitors undertaking regulated activity are required to have an enhanced DBS check, including a Children's Barred List Check

SPECIFIC GROUPS:

Work Experience & Training Placements:

Students on placements from universities or colleges will be vetted by their place of study and a formal statement of assurance will be provided to the school prior to commencement of their placement. Where secondary school students seek work experience, a statement of assurance as to their suitability will be obtained from their school. Whilst these measures are strictly adhered to we wish to assure all volunteers of our commitment to supporting their learning experience and stress that we value their contribution.

Contractors:

Wherever possible maintenance work carried out on site is outside pupil access hours. There are times when this is not possible. In such cases delivery staff, maintenance engineers and contractors may access and carry out routine and emergency work on the school site. They will

be requested to present photographic identification related to their employment. In cases where this is not possible a telephone check will be made with the relevant employer before entry is permitted. Staff will be made aware that contractors are working on-site during school hours.

Where the nature of the contractor's works means they will have access to sensitive data i.e.; computer maintenance/management information service companies DBS checks may be required in line with central government guidelines.

Visiting staff from the Local Authority, Primary Care Trust and private companies that have Service Level Agreements with the school do not have to comply with the aforementioned vetting procedures as their organisations have issued a statement of assurance. These statements assure school that their host organisations have completed level 3 enhanced DBS checks on all staff who visit school.

Infrequent visitors such as artists, authors and theatre companies are fully supervised at all times and will not be required to submit DBS verification. Again, this is in line with central government guidelines.

Specific Guidance for members of staff organising visits from external agencies:

The following procedures should be followed by all school staff involved in organising visits from external agencies and speakers:

- Prior to the visit, discuss with the visitor how their session will add value to the pupils' learning experience.
- Ensure the visitor/external agency learning outcomes complement school's planned programmes or schemes of work and are in line with school policies. (This is particularly important in Health areas i.e.; Relationships & Sex Education.)
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate.
- Discuss and agree the aims / desired learning outcomes of session, professional boundaries, including responsibility for classroom discipline.
- Inform each visitor/external agency of all information to ensure the inclusion of all pupils. This may include the age and gender ratio of pupils, background, ethnicity and culture of pupils and special education needs (if applicable).
- Provide each visitor with a named school contact.
- Ensure the activity meets Health and Safety guidelines.
- Staff must ensure such visitors are aware of school's core polices such as Safeguarding / Child Protection and provide access to any further relevant documentation i.e.; risk assessments.
- Organise, meet and greet arrangements and classroom/assembly lay out.
- Ensure the relevant staff member/s (i.e. class teacher) is/are present during the session as they are responsible for class discipline, monitoring and evaluation.
- The school contact will be responsible for ensuring the visitor/external agency is thanked for their contribution and where applicable fees paid.

Review

This policy is to be reviewed annually unless legislation changes significantly within that time, in which case the Governing Body will take advice from the Headteacher and Designated Safe-guarding lead as to the review process and timing.

APPENDIX 1

Visitors' Code of Conduct

This Code of Conduct is intended as a guide and a help to all school visitors. It sets out standards of conduct which the school expects visitors to follow when within the School. This code is not exhaustive but is written to assist visitors and it is important that visitors should take advice and guidance if necessary.

Whilst visiting the school, all visitors need to set a good example to the children that they interact with. We all need to be good role models in the way that we speak, behave and present ourselves to children and other adults.

The underlying purpose is to ensure that the School provides a high quality service to its pupils and stakeholders in accordance with our Mission Statement and to promote public confidence in the integrity of the School.

It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the School, its staff and its customers.

Visitors are requested to read this Code carefully and consider the issues which it raises.

Guidance for Working with Children

- The welfare of the child is paramount.
- Visitors should understand their responsibilities to safeguard and promote the welfare of pupils and should understand the school's Safeguarding policies and procedures.
- Visitors are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Visitors should work, and be seen to work, in an open and transparent way.
- Visitors should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.
- Visitors should discuss and/or take advice promptly from the Headteacher if they have acted in a way which may give rise to concern.
- Visitors should apply the same approach to others, regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.
- Visitors should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to engage with children.

E-Safety

Visitors must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute. Visitors should adopt the highest security settings on any personal profiles they have.

Visitors should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web based presence they have. This includes written content, videos or photographs and

views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups. Visitors should exercise care when using dating websites where visitors could encounter students.

Visitors must not make contact with pupils, must not accept or initiate friend requests nor follow pupils/students accounts on any social media platform. Visitors must not communicate with pupils/students via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of school email accounts or telephone equipment.

School acknowledges that visitors who are also parents may wish to make contact with other parents, who are friends, over social media. Visitors must exercise caution and professional judgement in these circumstances and should not have any contact with pupils' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

Mobile phones and personally-owned devices may not be used during lessons or formal school time. They should be switched off (or silent) at all times. The Bluetooth functionality of a mobile phone should be switched off at all times and may not be used to send images or files to other mobile phones.

Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. Oakworth Primary School accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

One to One Situations

Visitors working individually with pupils/students should be aware of the potential vulnerability of pupils/students and visitors in such situations. Visitors should manage these situations with regard to the safety of the pupil/student and to themselves.

Child in distress

There may be occasions when a pupil/student is in distress and in this should be immediately referred to a member of staff, preferably the class teacher.

Confidentiality

Visitors may have access to confidential information about pupils/students, their parents/carers or their siblings. Visitors must not reveal such information except to those professionals who have an appropriate role in relation to the pupil/student on a need to know basis.

Visitors should never use confidential or personal information about a pupil/student or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the pupil/student.

Professional Relationships within School

Oakworth Primary visitors and staff should conduct themselves in a professional manner, in an atmosphere of mutual respect. The school will not tolerate verbal or physical aggression towards staff and such incidents will be referred to the Headteacher.

Dress Code

Visitors need to consider their dress and ensure that it is appropriate for a school environment. This may be different to that adopted in their personal life. They should ensure that they are dressed decently, safely and appropriately for the tasks they undertake.

This means that visitors should wear clothing which:

- Is not likely to be viewed as offensive, revealing or sexually provocative.
- Does not distract, cause embarrassment or give rise to misunderstanding.
- Is absent from political or contentious slogans.
- Is not considered to be discriminatory.

Smoking, alcohol and other substances

We ask visitors to respect that our school is a 'no smoking' school - this applies to the school building and grounds ('no smoking' includes the use of electronic cigarettes, geisha sticks, etc).

APPENDIX 3 INVACUATION PROCEDURE

URGENT HEADTEACHER ACTIONS FOLLOWING THE INVACUATION SIGNAL

Initial Response-Lockdown	Tick/Sign/Time
Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety. Check with class teachers via a thumbs up signal that all children are accounted for.	
Lock / secure entrance points (e.g. doors, windows)	
Dial 999. Dial once for each emergency service required.	
Ensure all individuals take action to increase protection from all potential threats: ● Block access points (e.g. move furniture to obstruct doorways) ● Sit on the floor, under tables or against a wall ● Keep out of sight ● Blinds – pull down ● Turn off lights ● Stay away from windows and doors.	
Ensure that pupils, staff and visitors are aware of the closest exit point.	
If possible, check for missing / injured pupils, staff and visitors.	
Remain inside until the all-clear has been given, or unless told to evacuate by the emergency services	