



## **Visitor and Volunteer Policy**

We welcome visitors and volunteers at Wendover Online School, their skills and experience broaden the learning opportunities of the students, enhancing learning across the curriculum.

### **1. Visiting and becoming a volunteer**

We have requests from a variety of people who wish to visit or volunteer, often as outside speakers willing to share their knowledge and experience of working in a variety of fields. These may be parents of students at Wendover Online School, members of our global community or, possibly, individuals interested in pursuing a career in education. All requests and offers from visitors and volunteers should be directed to the Principal. In this way we can maintain accurate records regarding who is working in our school, where they are placed and for how long they will be with us.

### **2. Aims and values**

All adults who work in our school, whether a paid member of staff or volunteer, are expected to work and behave in line with the staff code of conduct.

### **3. Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that visitors and volunteers may have about the students they come into contact with should only be discussed with the teacher contact, principal or by direct contact with the Designated Safeguarding Lead by email [rachel.smith@wendoverschool.com](mailto:rachel.smith@wendoverschool.com). Visitors and volunteers concerned about what another adult in the schools says or does, should raise the matter directly with the Principal who will follow the Low Level Concerns Policy.

### **4. Supervision**

All visitors and volunteers are supervised by the teacher to whom they are assigned. Teachers always retain responsibility for the students. Visitors and volunteers should have clear guidance from the teacher as to how an activity involving students may be

carried out and what the expected outcomes of any activity are. A pre-meeting or email instructions will be given. Any presentations are to be vetted by the teacher in the week prior to the relevant session. The teacher is to alert the Principal of any concerns that arise. Should a visitor or volunteer encounter anything that concerns them about the students in the session, they are encouraged to speak to the teacher who will follow up with the Head of Pastoral or Designated Safeguarding Lead as required. This will also apply if they have a query about any aspect of a child's understanding or behaviour.

## **5. Health and safety**

The school has a Health and Safety Policy and Safeguarding and Child Protection Policy available on request. The teacher to whom they are assigned ensures that visitors and volunteers are made aware of any emergency procedures (e.g. what to do in the case of a concern regarding a child) and about any safety issues associated with a particular task (e.g. during a practical task). Visitors and volunteers are asked to exercise due care and attention and report, in a pre-emptive manner, any obvious hazards or concerns to the teacher.

## **6. Safeguarding students**

The welfare of our students is paramount. To ensure the safety of our students we adopt the following procedures.

1. All visitors and volunteers are given a copy of this policy.
2. All visitors and volunteers must provide identification documentation in the form of a photocard e.g. passport or driving licence photocard.
3. Visitors who have an enhanced DBS are to declare it and provide the reference number for checking.
4. Anyone visiting or volunteering on a regular basis and who has substantial access to students must have an up-to-date police check.
5. All visitors and volunteers must sign a Visitors and Volunteers Agreement (appendix 1)
6. Visitors and volunteers must always be accompanied by a staff member in lessons.
7. The school reserves the right to ask for a character reference if necessary
8. All visitors and volunteers must abide by school policies and procedures.
9. Visitors and volunteers must not make personal contact details available to students or accept contact details from students.
10. In the event of a presentation being deemed unsuitable, the teacher in attendance will reserve the right to stop the presentation and to remove the visitor or volunteer from the session immediately.

## **7. Complaints procedure**

Any complaints about a visitor or volunteer will be referred to the Principal. Any complaints made by a visitor or volunteer will also be referred to the Principal.

The Principal reserves the right to take the following actions:

1. To speak with the individual about a breach of our agreement and seek reassurance this will not happen again.
2. In the case of a regular volunteer, offer an alternative placement in another class
3. Inform the visitor or volunteer that the school no longer supports their attendance at school.

### **Policy review**

This policy is designed to set good practice standards. However, the school recognises that best practice develops over time and, as such, will update it regularly in light of experience and as a result of changes in legislation or its own internal organisation and policies. As with all Wendover policies, this policy will be reviewed according to our comprehensive policy review calendar.

Date policy reviewed: August 2024

Date of next review: October 2026

## Appendix 1: Visitors and Volunteers Agreement

Thank you for visiting or offering your services as a volunteer at Wendover Online School. Your help is greatly appreciated, and we hope that you will gain much from your experience here.

Please read and sign this Agreement and return it to the Principal [sarah.thomas@wendoverschool.com](mailto:sarah.thomas@wendoverschool.com) . You will receive a copy of it for your records.

- I have received and read the Visitors and Volunteer Policy
- I agree to support Wendover Online School's values
- I agree to treat information I learn from being in the school as confidential

DBS – circle as appropriate                      Yes    No    Applied for

If you already have a DBS, please hand it to the school office and a copy will be made for the school records.

Please attach a copy of your personal identification documents, tick as appropriate (these documents will be held on our records):

Passport

Driving Licence Photocard

Signed

Name

Date