

Training for this life...



And the Hereafter.

VOLUNTEERS AND VISITORS POLICY

Summary

This policy sets out the school's approach to vetting visitors and volunteers who may visit our pupils to enrich their education.

Review date: October 2022

Volunteers and visits by representatives from external agencies on School Premises

Policy and agreement

Volunteers and other visitors are welcome to Iqra VA Primary School as they make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the people we invite into our school are suitable and that all safeguarding procedures are followed.

When inviting in any external person, the safeguarding requirements in the 'Keeping children safe in education' guidance regards to safeguarding and promoting the welfare of our children are adhered to. We have set procedures for ensuring that any visitors are suitable, checked and appropriately supervised as stated in the Prevent duty guidance.

The following procedures apply:-

- Permission should be granted by the Head teacher before any visitor is asked to come into school. The Head Teacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.
- 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 identification where appropriate.
- All visitors will be asked to sign in.
- All visitors will be required to wear a visitor badge/sticker.
- All visitors are DBS checked OR supervised by a permanent member of staff at all times
- Visitors are provided with the schools safeguarding/child protection policy, Health and safety and fire safety policies
- Visitors will then be escorted to the point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff and not DBS checked).
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point in the playground.
- On departing the school, visitors should leave via reception, sign out and return their badge.

Before inviting in any person to our school, we will assess the suitability and effectiveness of input from individuals to ensure that any messages communicated to students will be consistent with fundamental British Values and our school values. Any messages communicated to students must be consistent with the ethos of the school and not glorify criminal activity, violent extremism or radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.

We forbid political indoctrination and secure a balanced treatment of political issues. Staff are likely to face prohibition if they deliberately allow exposure of pupils to such actions that undermine fundamental British values including promoting political or religious extremism by inviting individuals to speak in schools as stated in the Teaching misconduct guidance.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos. We are aware that, in some instances, the work of external agencies may not directly be connected with the rest of the school curriculum and we need to ensure that this work is of benefit to our students.

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Visitors' Agreement

At Iqra VA Primary School we understand and appreciate the importance of visitors and external agencies and their contribution to the enriching the experiences of our students.

In order to safeguard our children we expect all visitors to read and adhere to the statements below.

1. The topic of the visit is appropriate for the audience.
2. Any messages communicated to students support fundamental British Values and our school values.
3. Any messages communicated to students will be consistent with the ethos of the school and will not glorify criminal activity, violent extremism or radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
4. Activities are properly linked to the curriculum and avoid contradictory messages to pupils.
5. Activities are matched to the needs of students
6. Any visitors not DBS cleared to work alongside children will also need to be accompanied by a member of staff at all time

Signed

Date